



UNIVERSITY OF
NOTRE DAME

The Law School

CAREER DEVELOPMENT OFFICE

Reciprocity

Many law schools provide reasonable access to their career resources for students and graduates from other law schools that agree to provide similar services in an agreement known as reciprocity. It is important to understand that each law school has its own reciprocity guidelines and policy.

- There are services typically excluded from reciprocity, including participation in on-campus recruiting programs and career counseling. Many schools opt not to provide access to their job postings.
- Most schools have reciprocity suspension or blackout periods during fall recruiting programs.
- Most policies permit access only on a one-to-one basis (not an unlimited number of requests).
- Reciprocity requests must be made between career offices and cannot be initiated by the individual seeking reciprocity.

Current NDLS students and graduates

If you are interested in gaining reciprocity with another school, contact Heidi Baguer of the Career Development Office at 574-631-7542 or hbaguer@nd.edu. To initiate a request, you will need to provide the name of the school plus your current contact information. Please review the target school's reciprocity policy prior to making your request.

Non-NDLS students and graduates

If you are interested in gaining reciprocity from Notre Dame Law School, please view our reciprocity policy (attached). A request for services should be made in writing by your law school's career office. Incoming requests should be directed to Heidi Baguer at hbaguer@nd.edu. Please note that we do not consider reciprocity requests during our fall recruiting programs (July 15 through September 30).



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Reciprocity Policy

Notre Dame Law School offers its career services to students and graduates of other law schools on the following basis:

1. Our jobs database is available to students and graduates from any ABA-accredited law school that provides privileges to our students and graduates. We limit the number of referrals from a single school on a one-to-one basis.
2. For consideration, we must receive a written request for reciprocity via letter or e-mail from a career counseling official of the home law school. The request should contain the name, address, phone number and e-mail of the student or graduate. Walk-in requests will not be granted.
3. Reciprocity will be granted for a three-month period from the approval of the original request. Extensions will be considered on a case-by-case basis.
4. New reciprocity requests from current law students will not be entertained from July 15 through September 30.
5. Reciprocity includes access to our online job postings database, if and only if the referring law school allows similar access for our students.
7. Reciprocity does not include access to password-protected programs and resources, office computers, counseling services or recruitment programs.
8. When responding to notices found through our office, cover letters should include a statement indicating that the posting was obtained through a reciprocal arrangement between the home law school and Notre Dame Law School.
9. The Career Development Office reserves the right to deny reciprocity to individuals who misuse our facilities or fail to comply with reciprocity policies.

Requests for reciprocity should be sent to: Heidi Baguer
Notre Dame Law School
Career Development Office
1150 Eck Hall of Law
Notre Dame, IN 46556
hbaguer@nd.edu