



## **CAREER SERVICES RECIPROCITY POLICY**

The Texas A&M School of Law provides reciprocal career services to students and alumni of other law schools. The policy and terms of reciprocity are as follows:

1. Reciprocity is available to graduates and students of any accredited law school outside of the Dallas-Fort Worth metropolitan area whose own law school agrees to make available the use of its career services facilities to Texas A&M School of Law graduates and students.
2. Agreements are made on a case-by-case basis. In the event that the Texas A&M School of Law receives more reciprocity requests from a school than that school receives from Texas A&M graduates or students, the law school's Career Services Office reserves the right to deny the reciprocity request.
3. A request for reciprocity must be made in writing by the student/graduate's law school's Career Services office by:
  - a. Mailing request to : Office of Career Services  
Texas A&M University School of Law  
1515 Commerce Street  
Fort Worth, Texas 76102 (817)  
212-4050
  - b. Emailing request to: [vtreida@law.tamu.edu](mailto:vtreida@law.tamu.edu)
  - c. Faxing request to Career Services Office - (817) 212-4059

The student/alumni should have a copy of Texas A&M School of Law's written response prior to contacting our Career Services Office. A law school picture I.D. and/or other picture I.D. may be required when a student visits our office. The requests must be received and granted prior to any visit to the Texas A&M School of Law Career Services Office. Walk-in and telephone requests will not be honored. It is preferred that requests be made at least one week before the anticipated visit. Reciprocity is granted for up to 60 days (2 months) from the date on the letter

granting the request, depending on office availability for reciprocity services. Subsequent extensions must be made in the same form as an original request. We will grant one subsequent extension, all others will be decided on a case by case basis. It is strongly advised that you contact the Career Services Office before arriving in order to guarantee availability of the service.

4. Reciprocity is a privilege granted by the Texas A&M School of Law Career Services Office and not a right owned to any individual regardless of agreements made between the Texas A&M School of Law Career Services Office and any other law school. Reciprocity includes the following privileges:
  - a. Use of the library materials including NALP publications
  - b. Access to employment listings (this is limited to in-office/on-campus access only), but no direct application for jobs is permitted via our platform.
  - c. Use of on-site computers, phones, fax and copy machines.

Reciprocity does not include counseling sessions, resume and cover letter review, Fall or Spring OCI, job fairs and other on-campus programs.

5. Students and graduates receiving reciprocity are required to state in their cover letters to employers that the job listing was received from this office through a reciprocal agreement with their law school.
6. Reciprocity will not be available during our fall and spring recruiting periods; i.e., July 1-November 30, and January 30-March 1. OCS resources are only available to Texas A&M School of Law students and alumni during this time.
7. The Assistant Dean of Career Services may further regulate or terminate services in full or in part to any law school, graduate or student surpassing a reasonable number of requests or to any person who misuses or abuses the facilities, services or personnel and may amend, restrict, expand or suspend this policy, or any parts thereof, when it is deemed necessary to do so in the interest of Texas A&M School of Law. Reciprocity is not granted to students or graduates from other Dallas-Fort Worth area law schools. Our reciprocity agreement may be further restricted based upon the policy of the requesting school. If, for example, the requested school offers limited access to the above privileges, then the privileges extended will be limited to that school's privileges. Additionally, the Career Services Office may deny all requests for reciprocity at any time.

**Office Hours:            Monday-Thursday 9:00 – 6:00 p.m.**

**Friday                    9:00 – 5:00 p.m.**

**Other times by Appointment**