

Stanford Law School

Office of Career Services

Reciprocity Policy

The Office of Career Services at Stanford Law School provides resource access to **graduates** of NALP member law schools on the following basis:

- The policy allows for one-on-one alumnus exchange with other participating law schools.
- All requests for access or services must be made in writing by a placement official from the graduate's law school prior to the graduate's visit.
- Reciprocity services are appointment based (please, no walk-ins). If you have been granted reciprocity services from our office please email [Melissa R. Chavarria](mailto:Melissa.R.Chavarria@law.stanford.edu) to make an appointment or call 650.723.3924.
- Only graduates from law schools which allow Stanford Law graduates to use their facilities may review the resources in our office.
- Reciprocity gives access only to those materials located in our office and does not include the Law School library resources, access to the password-protected sections of the Career Services website, or remote access to our online jobs website.
- Reciprocity is provided for 3 months from the date of the letter granting reciprocity or until August 1st, whichever comes first.
- Reciprocity is not available from **August 1st to December 15th** or during our Spring OCI program.
- Reciprocity does not include counseling services.
- The Associate Dean for Career Services reserves the right to deny or revoke reciprocity privileges to anyone whose conduct is deemed inappropriate.

Requests for reciprocity can be made by mail, fax or email to:

Melissa R. Chavarria
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Stanford, CA 94305-8610
Fax: 650-723-0212
Email: mchavarria@law.stanford.edu