Villanova Law Reciprocity Policy for Non VLS Visitors
(Updated 2/28/07)

The Office of Career Strategy & Advancement at Villanova University School of Law will provide reasonable access to workspace and resources for alumni and students of ABA-accredited law schools outside the Philadelphia area according to the terms set forth below. Any questions or concerns about this policy should be directed to the Assistant Dean for Career Strategy & Advancement.

1. **Eligibility.** Reciprocity privileges are available only to graduates and students of ABA-accredited law schools outside the Philadelphia area law school consortium that provide reciprocity privileges to students and alumni of Villanova University School of Law. Further, those seeking reciprocity at Villanova may not concurrently hold reciprocity privileges to another greater Philadelphia area law school.

2. **Request process.** Requests for reciprocity must be made in writing by a career services official of the requesting law school. “In writing” may mean a written request transmitted by mail, fax, or by electronic mail. Please allow up to two weeks for processing. E-mailed requests will be accepted, provided that they contain sufficient indicia of authenticity (i.e., the request originates from the law school e-mail account of a career services official or includes the law school seal or letterhead). E-mailed requests must be sent to careers@law.villanova.edu for attention. The visitor must bring a copy of our letter or e-mail granting reciprocity privileges in order to use available resources. The visitor need only confirm that the office is open – appointment is not necessary.

3. **Timing and duration.** Reciprocity privileges are available for a period of 3 months, beginning with the date of Villanova’s letter or e-mail that grants the request. Reciprocity is not available during the period of August 1 through December 1 of each year.

4. **Scope of privileges.** Reciprocity privileges include onsite access to the following resources:
   - Free workspace and computer internet for “home base” during job search activities.
   - Career Office Library materials (for in-office use only), including local legal newspapers, directories, and other periodicals.
   - Handouts.
   - Alumni Job postings.
   - Job Bulletins received from other law schools.
   - Unrestricted career guidance on VLS website.

   We regret that due to demands on our resources, reciprocity does not include access to:
   - Recruitment programs and job fairs (listings or participation).
   - Counseling or review of application materials.
   - Clerical support (other than self-service fax, etc.).
   - Offsite access to Alumni Postings (except for Reciprocal sharing group members hosted by BYU).

5. **All rights reserved.** Villanova Career Strategy may restrict or revoke reciprocity privileges to any individual who misuses the facilities or services, or to any school or individual who surpasses a reasonable or equitable number of requests. Villanova may also restrict or suspend reciprocity access at any time as circumstances warrant, in light of the needs of Villanova students and the Career Office’s professional responsibility to meet the needs of Villanova students first and foremost.