



## Reciprocity Policy

The William S. Richardson School of Law Career Services Office may provide limited use of its career resources to third-year students or graduates of other ABA-approved and NALP member law schools which agree to provide reciprocal services to students and graduates of the William S. Richardson School of Law.

1. Reciprocity will be considered on a one-for-one exchange basis only to graduates and third-year students of ABA-accredited/NALP member law schools located in regions of mutual interest to our students and/or alumni (as determined by this law school's Career Services Director and which may differ from year to year). All requests will be considered on a case-by-case basis.
2. All requests for reciprocal services must be made in writing by a Dean of Students or Career Services/Counseling official at least thirty (30) days in advance of a meeting by the student or graduate. The written request should be emailed to [wrsrslpd@hawaii.edu](mailto:wrsrslpd@hawaii.edu) with a cc to [trisha.y.nakamura@hawaii.edu](mailto:trisha.y.nakamura@hawaii.edu).
3. Our Career Services office will respond in writing to the requesting school with a cc to the student requesting reciprocity. Only after receiving a copy of our letter granting reciprocity may the student/graduate contact our office to discuss services. If an in-person visit is scheduled, the student must bring that letter, a photo identification card, and a current copy of their résumé to their visit.
4. Reciprocal services include a single counseling appointment over the phone or Zoom and limited access to online job postings on the Career Services website.
5. Services DO NOT include access to law library resources or to any restricted email lists. Also not included are résumé referral services, vacancy announcements for student law clerks, and on-campus interview appointments with prospective employers.
6. If a reciprocity grantee responds to any listing information obtained through this office, they are required to indicate in their cover letter that they obtained the information through a reciprocal agreement between their law school (by name) and the William S. Richardson School of Law.
7. The Office of Career Services is closed to reciprocity from March 1<sup>st</sup> through May 1<sup>st</sup>, and August 1<sup>st</sup> through September 15<sup>th</sup>.
8. Reciprocity services are available for a period not to exceed six (6) months, beginning with the date of the response letter from the Career Services Office.
9. In addition, further regulations or termination of services may apply to any school or alumni misusing the services. The Career Services official reserves the right to deny or terminate privileges to any grantee whose conduct is inappropriate or dishonorable.
10. The Career Services Office may terminate, suspend, or amend this Policy, in whole or in part, without prior notice or when it is deemed necessary

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