THE CATHOLIC UNIVERSITY OF AMERICA | Columbus School of Law
OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT

Reciprocal Services Policy

Revised: January 2026

The Catholic University of America Columbus School of Law (Catholic Law) Office of Career and Professional Development (OCPD) will entertain reciprocal service requests to accommodate students and alumni from other law schools outside of the Washington, DC area. The following contains guidelines for grants, denials, and requests:

1) Requests for services must be made in writing from a career services official at the visitor's law school. In order for OCPD to accept a request for reciprocity, the visitor's own law school must be willing to render in-kind services to Catholic Law students and alumni. Requests may be emailed to jobs@law.edu; please allow a reasonable amount of time for a response. No walk-in or phone requests will be honored.

2) Reciprocity will be granted on a one-for-one basis, only to the student for whom the request was made. In return, during the same academic year, Catholic Law expects reciprocity to be granted to one of its students if requested.

3) The service available from OCPD under reciprocal agreement includes access to online job postings through the 12twenty platform not to exceed three months. Reciprocity services do not include access to participation in on- or off-campus recruitment programs or counseling services.

4) Catholic Law reserves the right to deny reciprocal services during peak seasons such as the beginning of the semester.

5) It is the policy of the Washington, DC area law schools that an individual may only be served by one area school at any given time. Therefore, reciprocity requests should go to only one Washington, DC area law school during the three-month reciprocity period. If denied, applications may be sent to other surrounding schools until granted.

6) OCPD may choose to terminate reciprocity privileges of individuals who violate policies or misuse facilities and/or services.