Office of Career Development Reciprocity Guidelines

The following are guidelines for requesting reciprocity privileges at the NYU Stern School of Business:

- Send or email your request at least 1 week prior to the visit to:
  
  Ms. Kathi To  
  Manager, Career Resource Center  
  Leonard N. Stern School of Business  
  44 West Fourth Street, Suite 1-72  
  New York, NY 10012-1126  
  Email: kto@stern.nyu.edu  
  Phone: (212) 998-0966  
  Fax: (212) 995-4891

- Request letters should be printed on school letterhead and signed by the school’s Career Services’ director or appropriate manager. Please indicate the MBA student’s name and graduation date, as well as the specific date of the intended visit. Emailed letters are acceptable and do not require a signature.

- Students should call 1 day in advance of their intended visit to reserve a time slot. Maximum time on the PC is 2 hours, however access to the books, guides and directories in the center are not limited.

  CRC main phone number: 212-998-0966

- Students should bring a copy of the request letter as well as student ID to the Career Resources Center, located in the Kaufman Management Center, Suite 1-72. Please check the CRC website for office hours www.stern.nyu.edu/ocd/crc

- Reciprocity privileges are valid for one day only. We will honor requests from both current MBA students and from recent graduates (up to six months following graduation).

- We do not provide reciprocity to alumni except as noted for six months post-graduation.

- Resources available for reciprocity include: all reference materials in the CRC, periodicals, magazines, directories, books, company files, and off-campus full-time and part-time job postings. Visiting students may not have access to the school’s alumni database, career counseling, or on-campus recruiting.