



- OGI** [ON-GROUNDS INTERVIEWS]
- CSC** [CAREER SERVICES COLLECTS]
- SCD** [STUDENTS CONTACT DIRECTLY]

Form must be returned by March 15 to:
 Mrs. Pat Harlowe, Associate Director
 University of Virginia School of Law
 Office of Career Services
 580 Massie Road
 Charlottesville, Virginia 22903-1789
Fax: 434-982-2128

TO CONFIRM SCHEDULES PLEASE PHONE THE OFFICE of CAREER SERVICES THE DAY BEFORE YOUR INTERVIEW DATE: 434-924-7349

PLEASE TYPE: _____ **Date Mailed** ____ / ____ / ____

EMPLOYER'S COMPLETE NAME: _____

LOCATION(S) OF OFFICE(S) YOU ARE INTERVIEWING FOR: _____

CLASSES TO INTERVIEW: 2L (Summer) _____ 3L (Permanent) _____ 3L (Summer) _____
 [CHECK ALL THAT APPLY] Foreign LL.M.'s (Permanent) _____ Foreign LL.M.'s (Practical Training Internship) _____

STREET ADDRESS: _____

URL (Internet Site Address): _____

TOTAL NUMBER OF LAWYERS (All Offices): _____ **DAYS INTERVIEWING:** _____ **INTERVIEWING ROOMS PER DAY:** _____

MATERIALS TO BE MADE AVAILABLE TO STUDENTS:

Firm Resume _____ (please send 3 copies by 05/15/05) **URL** _____
NALP Form _____ (please send 3 copies by 05/15/05) **Other** _____

CORRESPONDENCE SHOULD BE SENT TO:

Name: _____
Title: _____ **Telephone:** _____
E-Mail Address: _____ **Fax:** _____

NAME, TITLE AND STREET ADDRESS OF PERSON AT ADDITIONAL OFFICES TO WHOM STUDENT RESUMES SHOULD BE SENT: _____

FEDERAL EXPRESS ACCOUNT NUMBER (Student resumes sent C.O.D. to employers): _____

Partnership _____ **Incorporated** _____ **Tax Identification Number** _____

2005 DATE PREFERENCES

INDICATE 1ST, 2ND, AND 3RD CHOICE FOR EACH PERIOD AVAILABLE BELOW. (Employers who interviewed in Fall 2004 will have only one available interviewing period under our date rotation system; others will be assigned a period randomly and should give dates for each. Employers providing workers for the Annual Giving Program of the Law School Foundation will be guaranteed a date during August.) **UNAVAILABLE DATES: August 31–September 21**

	August 24–26	August 26–30	September 22–28
1st Choice			
2nd Choice			
3rd Choice			

INTERVIEWING FEE: Non-refundable registration fee: \$150. **Firms of 100 or more lawyers** (all offices): \$600 first schedule and \$400 other schedules; **Firms of 21-99 lawyers:** \$400 first schedule, \$200 other schedules; **Firms of 20 or fewer lawyers:** no additional fee. **Public employers** are exempt from all fees. **Bills and description of cancellation policy will be sent with date confirmation.**

CAREER SERVICES OFFICE USE ONLY

Date(s) Reserved: _____ **Date Confirmed:** ____ / ____ / ____

Confirmed By: _____ **Interviewing Rooms Per Day** _____ **Classes to be interviewed:** _____