

HOWARD UNIVERSITY

SENIOR VICE PRESIDENT AND SECRETARY


In response to your recent request for a replacement of your Howard University diploma, please send the following information and the required fee to the Office of the Secretary at the address indicated below:

1. A **notarized affidavit**, including your telephone number, and all of the following five items:
 - a. **The date of your graduation from Howard University.**
 - b. **Your Howard University student identification number or Social Security number.**
 - c. **The degree you received.**
 - d. **An explanation of why a replacement is necessary (any remaining portion of the original diploma must be returned with the affidavit).**
 - e. **Specific statement that the affidavit is executed for the purpose of securing a replacement from the University.**
2. A **money order** made payable to Howard University in the amount of **\$55.00** to cover the replacement fee. In the event a conversion or replacement of an LL.B for a J.D., or a B.D. for an M.D. is requested, the fee is also \$55.00.

The requested information should be forwarded to: **Office of the Secretary – Howard University, Howard Center-Suite 728, 2225 Georgia Avenue, NW, Washington, DC 20059.**

Upon receipt of the required information and payment from you, your request will be processed and a replacement diploma will be forwarded to you as soon as possible. If you have any questions, please contact Mr. Ray Smith at 202/238-2578 (direct), 202/238-2596 (main), or email: rsmith@howard.edu

Sincerely,


Artis G. Hampshire-Cowan, Esq.
Senior Vice President and Secretary

