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***INSTRUCTIONS FOR ISSUING A NEW STUDENT ID CARD IN CASE OF LOSS,  
THEFT, OR DAMAGE***

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I.

A student ID card becomes invalid:

1. Upon termination of student status at the higher education institution that issued it.
2. **Upon reporting the loss or theft of the student ID card.**
3. Upon damage.

Students are required to immediately report the loss, theft, or damage of their ID card to the Faculty. After the report, the Faculty will update the status of the student ID card in the Academic ID-cards Management System (ISAK) and initiate the process of creating a new Form.

II.

The fee for issuing a new student ID card is €15.00.

To issue a new student ID card, the following must be submitted:

1. Completed form - [Request for the issuance of a new student ID card.](#)
2. Confirmation of payment of the fee for issuing the new student ID card.

III.

**PAYMENT DETAILS FOR THE ISSUANCE FEE OF A NEW STUDENT ID CARD**

Recipient: Faculty of Tourism and Hospitality Management

Primorska 46, 51410 Opatija

IBAN: HR1323600001101496052

Model: 00

Reference number: 6611195 – Student's OIB

Purpose: Issuance of a new student ID card

IV.

The request for issuing a new student ID card and the payment confirmation must be completed and submitted via the form available at the [LINK](#).

V.

Students will be notified about the collection of the new student ID card via their student email. When submitting the request, regular students may request a temporary ID card, which is valid until the new card is issued. The temporary ID card must be returned upon collecting the new ID card. If a student damages or loses the temporary ID card, they will bear the cost of issuing a new temporary ID card.