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## *Instructions for Issuing a Duplicate Diploma*

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### I.

Persons who have completed their studies at the Faculty of Tourism and Hospitality Management can apply for a duplicate of the diploma/certificate in the event of loss or destruction.

### II.

Fee for Issuing a Duplicate Diploma/Certificate: **€53.09**

### III.

To obtain a duplicate diploma / certificate, the following must be submitted:

1. Completed form - [Request for Issuance of Duplicate Diploma](#)
2. Confirmation/proof that the diploma has been declared invalid in the "Narodne novine/Official Gazette"\*
3. Proof of payment for the issuance of the duplicate diploma
4. Copy of the identity card

\*The proof must include the name of the public document, the name and surname of the individual, and the date/year of issuance of the public document.

### IV.

#### **Payment Information for the Fee for Issuing a Duplicate Diploma**

- **Recipient:** Faculty of Tourism and Hospitality Management  
Primorska 46, 51410 Opatija
- **IBAN:** HR1323600001101496052 / SWIFT/BIC: ZABHR2X
- **Reference Number:** 6694 – Student's OIB
- **Purpose:** Duplicate diploma

### V.

The documentation needed for issuing the duplicate diploma can be submitted in one of the following ways:

1. In person at the Student Office in Opatija or SC Zabok
2. By mail to: Faculty of Tourism and Hospitality Management, Primorska 46, 51410 Opatija
3. By email to: [studentska@fthm.hr](mailto:studentska@fthm.hr).