**REQUEST FOR ISSUING A DUPLICATE OF A DIPLOMA SUPPLEMENT**

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Phone number:** | Click or tap here to enter text. |
| **E-mail:**  | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |
| **Name of study and year of enrolment:** | Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Year of completion of studies:** | Click or tap here to enter text. |
| **Full name of the applicant during studies:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **I kindly request the issuance of a duplicate diploma because the original diploma:** | Mark with an X: |
| 1. **is lost**
 |[ ]
| 1. **is destroyed**
 |[ ]
| 1. **other**
 |[ ]

I am attaching to the request:

1. confirmation of public announcement of the loss/cancellation of the Diploma Supplement in the "Narodne Novine/Official Gazette",
2. confirmation of payment of the duplicate issuance fee in the amount of €53.09 paid to the Faculty’s account,
3. a copy of my ID card.

|  |  |
| --- | --- |
| **Please send the duplicate diploma to my home address / I will collect it in person:** | Mark with an X: |
| 1. **to my home address**
 |[ ]
| 1. **I will collect it in person**
 |[ ]

|  |  |
| --- | --- |
| **Payment Information for the Fee:****Recipient:** Faculty of Management in Tourism and Hospitality, Primorska 46, 51410 Opatija **IBAN:** HR1323600001101496052**SWIFT:** ZABAHR2X (for payments from abroad)**Reference Number:** 6694 – Student OIB**Purpose:** Issuance of a duplicate diploma Supplement**Amount:** € 26,54 | **Instructions for Issuing a duplicate of a Diploma Supplement:**A person who has graduated from the Faculty of Tourism and Hospitality Management may apply for a duplicate Diploma Supplement if the diploma/certificate is lost.The following must be submitted in order for a duplicate of the Diploma Supplement to be issued:1. Form for requesting the issue of a duplicate of the diploma
2. Confirmation of the public announcement of the loss of the diploma in "Narodne Novine"
3. Confirmation of payment of the fee for issuing a duplicate in the amount of 26,54 € to the account of the Faculty.
 |

 (Signature)