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## ***INSTRUCTIONS FOR ISSUING CERTIFIED CURRICULUM***

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### I.

The fee for issuing a Certified Curriculum is €13,27.

The fee for issuing a Certified Curriculum for a one course is €6,64.

### II.

To issue a Certified Curriculum, the following must be submitted:

1. Completed form - Request for a transcript of passed exams and certified curriculum to be issued
2. Confirmation of the fees paid for the issue of the certified curriculum
3. Copy of the register (not mandatory)
4. Copy of the identity card

### III.

#### **Payment Information for the Fee for Issuing a Certified Curriculum**

- **Recipient:** Faculty of Tourism and Hospitality Management  
Primorska 46, 51410 Opatija
- **IBAN:** HR1323600001101496052 / SWIFT/BIC: ZABAHR2X
- **Reference Number:** 6694 – Student's OIB
- **Purpose:** Certified Curriculum

### IV.

The documents required for the issuance of the Certified Curriculum can be submitted in one of the following ways:

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