

**REQUEST FOR TRANSFER FROM OTHER FACULTIES TO FTHM**

|  |  |  |
| --- | --- | --- |
| **1. INFORMATION ABOUT STUDENT / TRANSFEREE:** | | |
| **Name:** | Click or tap here to enter text. | |
| **OIB / JMBAG:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Date of birth:** | Click or tap here to enter text. | |
| **City of birth:** | Click or tap here to enter text. | |
| **Country of birth:** | Click or tap here to enter text. | |
| **Address:** | Click or tap here to enter text. | |
| **Citizenship:** | Click or tap here to enter text. | |
| **E - mail:** | Click or tap here to enter text. | |
| **Mobile number:** | Click or tap here to enter text. | |
| **I request a transfer to the following study programme:** | Choose an item. | |

|  |  |
| --- | --- |
| **2. INFORMATION ABOUT PREVIOUS STUDY PROGRAM** | |
| **Original name of higher education institution:** | Click or tap here to enter text. |
| **Higher education programme:** | Click or tap here to enter text. |
| **Period of Study** (Please enter the academic year of first and last enrollment): | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Justification (if necessary):** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |

The following documents must be submitted for transfer to the Faculty of Tourism and Hospitality Management:

* Notarised transcript of records
* Certified detailed description of the courses/programme completed (content, number of teaching hours, description of skills acquired, method of assessing learning outcomes, bibliography, number of ECTS credits earned, etc.)
* Confirmation of enrolment in the academic year preceding the academic year of enrolment at FMTU
* Confirmation that the requirements for enrolment in the next (higher) year have been met
* Copy of identity card

**Note:**

* The application, together with the required documents, should be sent to the email address priznavanje@fthm.hr by 15 September of the current calendar year in which the academic year begins at the latest.
* The student (recipient of the transfer) will be recognised for the competences he/she has acquired as part of his/her previous education, provided that the results are in line with the results of the study programme at the Faculty of Tourism and Hospitality Management.
* Incomplete applications or applications that do not fulfil the conditions for recognition will not be considered.