
**INSTRUCTIONS FOR ISSUING TRANSCRIPTS OF RECORDS FOR
STUDENTS WHO HAVE COMPLETED THEIR STUDIES OR HAVE
NOT REGULATED THEIR STATUS AT FMTU**

I.

The fee for issuing Transcripts of Records for students who have completed their studies or who have not regularised their status at FMTU is €20,00.

II.

To issue a transcript of grades, the following must be submitted

1. Completed form - request for issuing a transcript of passed examinations and certified curriculum
2. Confirmation of the fees paid for the issue of the transcript
3. Copy of the certificate (not mandatory)
4. Copy of the identity card

III.

Payment Information for the Fee for Issuing a Transcript of Records

- **Recipient:** Faculty of Tourism and Hospitality Management
Primorska 46, 51410 Opatija
- **IBAN:** HR1323600001101496052 / SWIFT/BIC: ZBAHR2X
- **Reference Number:** 6694 – Student's OIB
- **Purpose:** Transcript of Records

IV.

The documents required for the issuance of the Transcript of Records 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: studentska@fthm.hr