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**INSTRUCTIONS FOR ISSUANCE OF ENROLLMENT CERTIFICATE**  
**for students who have completed their studies**  
**and for students who are not enrolled for the current academic year**

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I.

The fee for issuance of enrollment certificate for students who have completed their studies or who have not regulated their status at FMTU is 20.00 €.

II.

To obtain the confirmation, it is necessary to submit the following:

- Completed form – Request for issuance of enrollment certificate
- Proof of payment of the issuance fee
- Copy of the student record book (not mandatory)
- Copy of the identity card

III.

**Payment Information for the Fee for Issuing a study confirmation**

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

IV.

The documents required for the issuance of enrolment certificate 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](mailto:studentska@fthm.hr)