
Instructions for Issuing a Duplicate Diploma

I.

Persons who have completed their studies at the Faculty of Tourism and Hospitality Management can apply for a duplicate of the diploma/certificate in the event of loss or destruction.

II.

Fee for Issuing a Duplicate Diploma/Certificate is as follows:

- in Croatian and English – €70.00,
- in Croatian – €45.00,
- in English – €45.00.

III.

To obtain a duplicate diploma / certificate, the following must be submitted:

1. Completed form - [Request for Issuance of Duplicate Diploma](#)
2. Confirmation/proof that the diploma has been declared invalid in the "Narodne novine/Official Gazette"*
3. Proof of payment for the issuance of the duplicate diploma
4. Copy of the identity card

*The proof must include the name of the public document, the name and surname of the individual, and the date/year of issuance of the public document.

IV.

Payment Information for the Fee for Issuing a Duplicate Diploma

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

V.

The documentation needed for issuing the duplicate diploma can be submitted in one of the following ways:

1. In person at the Student Office in Opatija or SC Zabok
2. By mail to: Faculty of Tourism and Hospitality Management, Primorska 46, 51410 Opatija
3. By email to: studentska@fthm.hr.