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## ***Instructions for Issuing a Duplicate of the Diploma Supplement***

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### I.

Persons who have completed their studies at the Faculty of Tourism and Hospitality Management can apply for a duplicate of the Diploma Supplement to be issued if the original is lost or destroyed.

### II.

Fee for issuing a duplicate of the Diploma Supplement is as follows:

- in Croatian and English – €60.00,
- in Croatian – €30.00,
- in English – €30.00.

### III.

To obtain a Diploma Supplement, the following must be submitted:

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

\*The proof must include the name of the public document, the first and last name of the person and the date/year of issue of the public document.

### IV.

#### **Payment Information for the Fee for Issuing a Duplicate of the Diploma Supplement**

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

### V.

The documents required 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](mailto:studentska@fthm.hr).