STUDENT PORTAL

Complete Guide to Registration and Submission of the Application for Admission

Competition Notice for Admission to the First Year of the Single-Cycle Master's Degree Programme in Medicine and Surgery (LM-41)

Student Handbook – Unineuromed

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This handbook provides a detailed explanation of the entire procedure for using Unineuromed University's Student Portal (Smart-Edu): from the initial registration of your personal account to submitting an application for admission under the competition notices and managing payment of the relevant fee. Correctly completing each step is essential in order to access the online services and apply for the University's admission competitions.

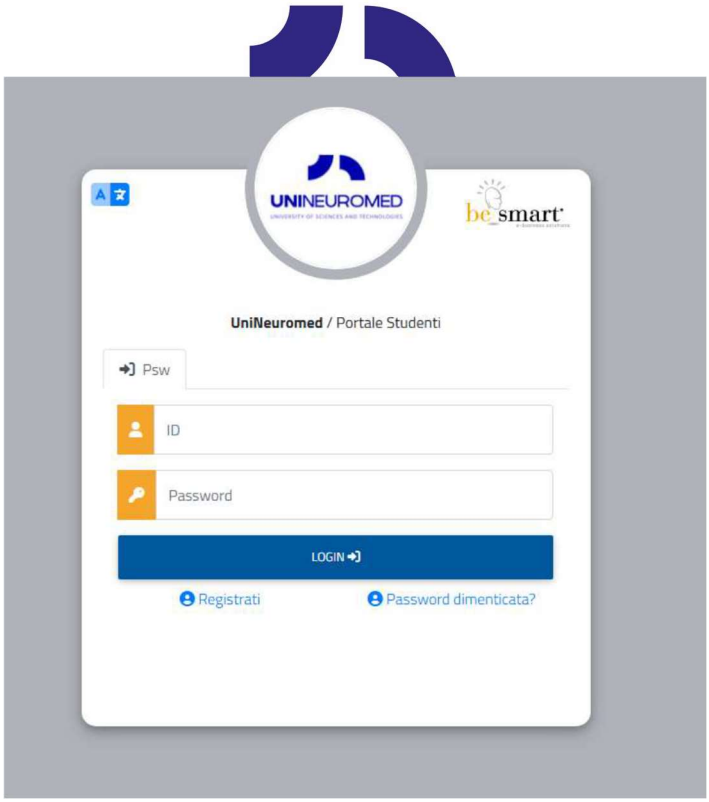
PART 1: REGISTRATION ON THE STUDENT PORTAL (Smart_Edu)

Accessing the Registration Page

To use the online services provided by Unineuromed, you must register on the Student Portal.

1. Open your internet browser (Google Chrome, Mozilla Firefox or Microsoft Edge) and enter the following Student Portal URL in the address bar: https://unineuromed-studenti.gomp.it/

Via dell'Elettronica, 1
86077 Pozzilli (IS) - Italy
tel. 0865 915256
segreteria@unineuromed.it
C.F. 90051570944
D.M. n.140 del 28 gennaio 2026
Reg. C.d.C. il 2 febbraio 2026
PEC: unineuromed@legalmail.it

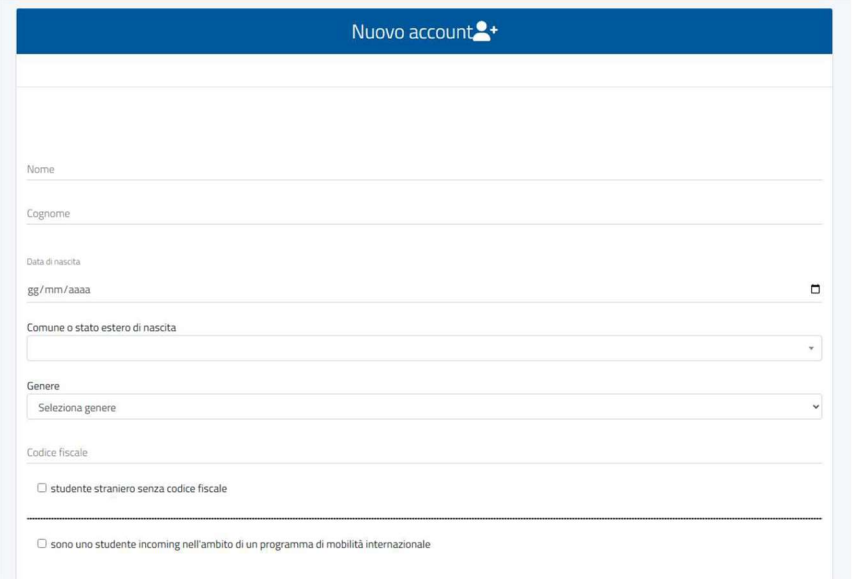


Student Portal (Smart-Edu): login page and web address.

2. Once you reach the Student Portal page, select “Registrati” (Register), located below the Login button.

Entering Data and Completing the Form

Registration on the Portal requires you to enter some personal information and an email address, which is essential in order to complete the initial registration.



New user registration form: Main Details, Login Details, Contact Information and Privacy Notice.

Personal Details

The following information is required for registration: first name, surname, date of birth, province of birth, municipality or foreign country of birth, gender and tax identification number (Codice Fiscale). Please take particular care when entering your Codice Fiscale.

Note: If you were born abroad, select the checkbox “studente straniero senza codice fiscale” (foreign student without a tax identification number).

Portal Login Details

You must then create a password and enter it again in the relevant confirmation field. You are also required to enter a security question and its answer so that you can recover your password if you forget it.

Contact Information

You must enter an email address and a mobile phone number. Providing a landline telephone number is optional.

Privacy Notice and Confirmation

To continue with registration, you must accept the privacy notice, which can be viewed via the relevant link. Once you have entered all the required information, click “Procedi” (Continue) to proceed with registration.
Figure caption: Confirmation screen showing the information entered and the “Procedi” (Continue) button.
Warning – Codice Fiscale already exists: If the Codice Fiscale you entered is already in the system, the procedure will stop. In this case, you do not need to register again: you can recover your login credentials using the “Password dimenticata?” (Forgot password?) function on the login page.

PART 2: SUBMITTING THE APPLICATION FOR ADMISSION

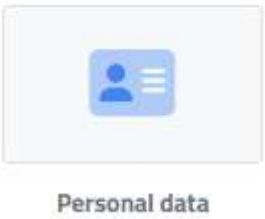
1. Accessing the Personal Area and Completing Your Profile

Once you have successfully completed all the registration steps, you will receive an automatic email at the address you provided in the form. The message will contain your Username (ID), the password you previously selected and an activation link. Click the link to confirm and complete your profile registration. After activating your account via the link, return to the Student Portal Login page, enter your ID and password, and click LOGIN to access your personal area.

Student Portal (GOMP): user login screen with ID and Password fields.
IMPORTANT – Completing Your Personal Profile: Before proceeding with a booking for an admission competition, you must complete your personal details in the “Dati personali” (Personal Details) section by entering the following information:

- Residence
- Address of domicile
- Citizenship
- Identity document

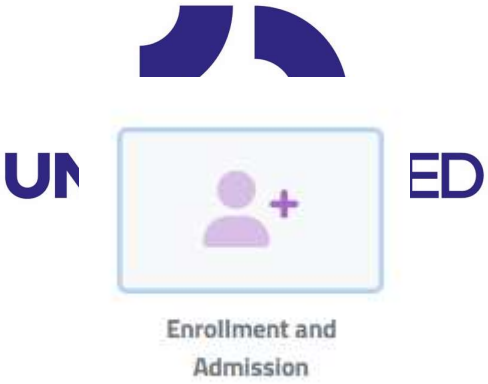
If any of this information is missing or incomplete, the system will display an error and prevent you from proceeding with the booking until the information has been correctly entered.



Personal Details section: entering Residence, Address of Domicile, Citizenship and Identity Document.

2. Navigating to the Admission Competitions

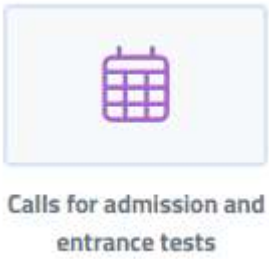
From the dashboard in your personal area, follow this sequence of steps:
Step 1: In the main menu, select “Immatricolazioni ed iscrizioni” (Enrolment and Registration).



Step 1 – Enrolment and Registration section.
Step 2: Click “Corsi di laurea triennali e ciclo unico” (Bachelor’s Degree and Single-Cycle Degree Programmes).



Step 2 – Bachelor’s Degree and Single-Cycle Degree Programmes section.
Step 3: Select the “Concorsi di ammissione e test di ingresso” (Admission Competitions and Entrance Tests) tile.



Step 3 – Admission Competitions and Entrance Tests section.

Selecting the Relevant Competition Notice

Within the competitions section, find the competition notice relevant to you, paying attention to the distinction between EU Applicants and Non-EU Applicants, and then confirm your selection.

Language Requirements and Required Attachments

On this screen, you must complete the information and upload the required documents according to the type of competition notice selected (EU Applicants or Non-EU Applicants).

Competition Notice Type	Required Declaration(s)	Required Attachments
EU Applicants	I declare that I have an adequate knowledge of English, at least at CEFR level B2, or that I undertake to obtain it in sufficient time for possible admission to the programme (Article 2 of the competition notice).	Qualification obtained abroad after at least 12 years of schooling, accompanied by a Declaration of Value or a CIMEA Statement of Comparability. If the education system provides for 10–11 years of schooling, evidence of 1–2 additional years

		of university study, including passed examinations, must be provided.
Non-EU Applicants	I declare that I have an adequate knowledge of English, at least at CEFR level B2, or that I undertake to obtain it in sufficient time for possible admission to the programme (Article 2 of the competition notice). I declare that I have initiated the pre-enrolment procedure on the Universitaly portal and have complied with the interministerial provisions governing the entry of international students (Article 2 of the competition notice).	Educational qualification valid for university admission, accompanied by a Declaration of Value or a CIMEA document. MANDATORY.

Entry Qualification Details (School-Leaving Certificate for EU Applicants)

For the EU Applicants competition notice only, there is also a section dedicated to Entry Qualification Details. You must add or edit the details of your upper secondary school-leaving certificate using the “ALTRE AZIONI” (OTHER ACTIONS) menu (“Aggiungi titolo” / Add qualification or “Modifica titolo” / Edit qualification).

Note: This section is not available in the competition notice for Non-EU Applicants, because the qualification is checked through the mandatory attachment listed in the table above.

Fee Summary and Application Confirmation

Check the participation fee amount and the relevant payment deadline in the final summary. Proceed with final confirmation to generate the application. You will receive a Submission Number and an Authentication Code.

Downloading and Sending the Receipt

On the outcome screen, you can download the receipt in PDF format or have it sent to you by email using the relevant buttons.



Buttons for sending and downloading the application receipt.

Managing and Paying the Fee

To complete your application for the competition, you must pay the participation fee:

From the main menu, go to “Tasse e contributi” (Fees and Contributions).

Select “Gestione pagamenti” (Payment Management).

In the “Da pagare” (To Be Paid) section, click the PagoPA button next to the admission fee to pay online or print the payment notice.

Once payment has been made, download the payment receipt from the “Pagate” (Paid) subsection.

Checking the Booking

You can check the status of your application at any time by returning to the competitions section. A confirmed booking will be identified by its corresponding barcode.





Graphic placeholder showing the barcode confirming that the booking has been completed.