INPS-Istituto Nazionale di Previdenza Sociale

*(for PhD students and researcher with ‘assegno di ricerca’)*

No later than thirty days after the communication of admission to the PhD course or the starting of the ‘assegno’, the PhD student/ researcher is obliged to register himself at the “separate management” (*Gestione Separata*) of the National Institute of Social Security (INPS - *Istituto Nazionale di Previdenza Sociale*). This registration allows you to deposit a part of your PhD scholarship for pension purposes, as required by law. This registration can be done all by internet, through the INPS official website ([www.inps.it](http://www.inps.it)). You can be enrolled in *gestione separata* by receiving an online code (*PIN code*) from the INPS website (<http://www.inps.it/portale/default.aspx?iiDServizio=251>).

You can receive a first piece of this code by SMS, after inserting some biographical information here: <https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online>

After that, you will receive the last part of this code at your residential address in Italy by registered mail. You must first obtain residency in Pisa before registering.

To register online you must:

1) Visit the INPS website and looking for this page *“Iscrizione Lavoratori Parasubordinati - Identificazione Utente”*;

2) Insert their FISCAL CODE (the PIN code is not a compulsory item);

3) Choose the option “*Collaborazione Coordinata e Continuativa*”;

4) Fill in the form with the information required;

5) Print a copy of the confirmation obtained automatically at the end of the registration process.

Some days after the online registration, you will receive a phone call from the INPS Office in order to verify the entered information.  You can also register personally in any INPS Office. Here the address of Pisa INPS Office:

[*Piazza Francesco Domenico Guerrazzi, 17*](https://goo.gl/maps/cURWGQ8Ydct) *- tel. 05080021*

[*direzione.provinciale.pisa@postacert.inps.gov.it*](http://www.inps.it/AgendaSedi/INVIA_PEC.ASP?PEC=direzione.provinciale.pisa@postacert.inps.gov.it&mail=Direzione.pisa@inps.it)