GESTIONE SEPARATA INPS INSCRIPTION FOR PHD CANDIDATE
The annual amount of the doctoral scholarship is subject to enrollment in the INPS Separate Management (art. 1 L. 315/1998 and subsequent amendments), this enrollment must be made by the interested party.
To proceed with the registration:
1. Being in possession of INPS authentication credentials;
2. Enrollment in the Inps Separate Management.

CREDENTIALS ON INPS PORTAL
1. PIN: the online procedure for requesting the PIN remains in use only for residents abroad who do not have an Italian identity document, as they are unable to request SPID credentials (https://serviziweb2.inps.it/RichiestaPin.jsp/menu.jsp)

To request the PIN: visit the page
https://serviziweb2.inps.it/RichiestaPin/richiestaPIN.do
or download the INPS mobile App on your smartphone and follow the instructions in the guidelines attached to the email.
2. ISCRIZIONE GESTIONE SEPARATA PARASUBORDINATI INPS

a. Go to the INPS website: [https://www.inps.it/it/it.html](https://www.inps.it/it/it.html)

b. Access your reserved profile by clicking on the top-right button “Accedi”.

c. Login in with Tax Code and PIN code in the PIN section:
d. Go to the top bar and search for: "Gestione Separata Parasubordinati" and click on “Approfondisci”.

e. Select “Lavoratori parasubordinati e occasionali”
f. Proceed with “Soggetto per il quale effettuare l’Iscrizione alla Gestione Separata per sé stesso” – and then click on “Avanti”

Once the Tax Code of the person to be registered has been entered, a check is immediately carried out to verify the existence of previous applications presented.

- Proceed with “Parasubordinato”.

You will have to proceed to choose the registration as "Parasubordinate" and the user's personal data will appear automatically.

The subject has to enter:

- The start date of the activity (coinciding with the start date of the course)

- The telephone number

- E-mail address

At the end of the compilation, the CONFIRMATION of the data and the subsequent PROTOCOL of the application are requested. Once you have registered, you are advised to print and keep the receipt.