



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Personale

Scholarships Office

REGISTRATION WITH INPS (GESTIONE SEPARATA)

The annual amount of doctoral scholarship is subject to INPS (Gestione Separata) registration (according with art. 1 of the Law 315/1998). This registration must be made by the person concerned.

In order to register, you must:

- 1. Hold INPS credentials;*
- 2. Register with INPS Gestione Separata*

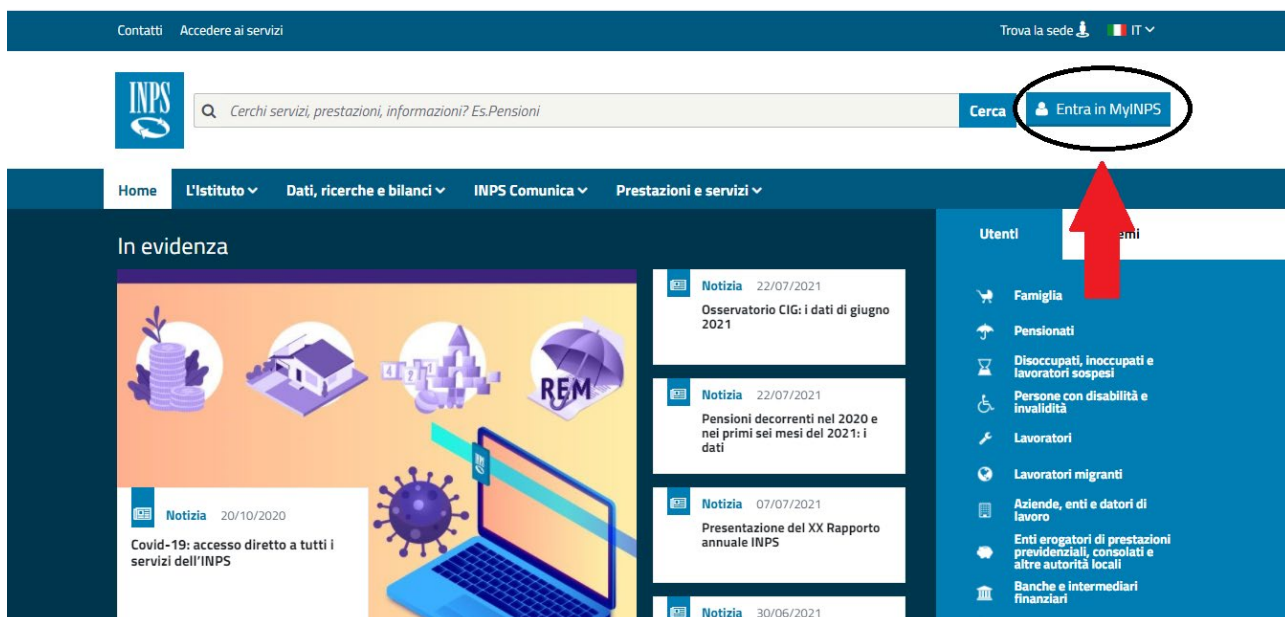
1. INPS CREDENTIALS

You can log into INPS personal area by using:

- a. **PIN CODE:** for foreign citizens who don't hold an Italian ID document only.
To apply for a PIN Code, you must make an appointment using this link:
<https://serviziweb2.inps.it/RichiestaPin/richiestaPIN.do>
- b. **SPID – Digital Identity:** if you don't hold SPID credentials, please, apply at an identity provider: <https://www.spid.gov.it/en/what-is-spid/how-to-activate-spid/>
- c. **CIE - Carta di identità elettronica/Electronic ID document :** to log in by CIE, you need related PIN and PUK code: the first part of these codes is assigned when you apply for CIE, the second part is assigned along with CIE.

2. REGISTRATION WITH GESTIONE SEPARATA

- a. Log into MyINPS using your credentials:



b. Select, from the bar at the top, the item: “*Domanda d’iscrizione alla Gestione separata*” and “*Accedi*”:

c. Click on “*sè stessi*” and go ahead by clicking on “*Avanti*”



Iscrizione alla Gestione Separata

ARTICOLO 2, COMMA 26, DELLA LEGGE 8 AGOSTO 1995, N. 335

 Manuale Utente (450kb)

SELEZIONE BENEFICIARIO DOMANDA

Soggetto per il quale effettuare l'Iscrizione alla Gestione Separata

se stessi ☒ altro soggetto ☐

AVANTI

ANNULLA

d. Register as ***“Parasubordinato”***

You must select the registration as ***“Parasubordinato”*** and personal data are automatically filled in.

You are requested to fill in the following fields:

- Activity start date (*data inizio attività*), corresponding of the date of enrolment.
- e-mail address

Once you have filled in all the fields, you must confirm information (CONFERMA) and proceed with the application registration (PROTOCOLLAZIONE).

After registering, we suggest you print and save your receipt.