

## **INSTRUCTIONS FOR REGISTRATION WITH THE SOCIAL SECURITY INSTITUTE (CATEGORY: "GESTIONE SEPARATA")**

### **Social security contributions: INPS "gestione separata"**

Doctoral research grants are subject to INPS social security contributions under the category "gestione separata" (art. 2, parag. 26, Law 335/95 as subsequently amended): 2/3 are paid by the University and 1/3 by the grant recipient.

### **What grant recipients need to do**

In order for social security contributions to be made in relation to the research grant, doctoral students must register with INPS, under the category "gestione separata", within a month of the date of start of the doctoral research grant. Registration must be done online or by calling the INPS call centre on freephone number 803164.

### **PIN request for INPS registration (gestione separata)**

In order to register online, you will need a PIN code.

This can be requested:

1) at the following link: <https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=11&link=Il+PIN+online>, clicking on the button "RICHIEDI PIN".

At the end of the procedure your PIN code, which still needs to be activated, will be sent to the address indicated in the request.

2) in person at an INPS desk (in Siena this is in Via Lippo Memmi no. 4), by presenting your Italian fiscal code and passport/identity card.

### **INPS registration (gestione separata)**

Once you have received your PIN you can register with INPS either:

1) online, in the section "*Lavoratori parasubordinati iscrizione*". During the registration procedure you will need to enter your Italian fiscal code (*codice fiscale*). The link is:

[https://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iDServizio=123&sURL=http%3a%2f%2fservizi2.inps.it%2fservizi%2fWADips%2fpage%2fAccesso\\_Cittadino.aspx%3fS%3dS](https://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iDServizio=123&sURL=http%3a%2f%2fservizi2.inps.it%2fservizi%2fWADips%2fpage%2fAccesso_Cittadino.aspx%3fS%3dS)

2) by calling the **freephone number 803164**: an operator at the INPS call centre, who will need to know your PIN, will register you.

The data required for registration might be:

- COMMITTENTE: Università degli Studi di Siena, sede legale Via Banchi di Sotto n. 55, 53100 Siena
- C.F. e P.I.: 80002070524
- P.IVA : 00273530527
- Data di inizio dei corsi: 01/10/2016**

If the grant recipient also makes other obligatory social security and insurance payments due to registration with a professional body, s/he may be eligible to pay a lower rate of INPS contributions, subject to presentation of the relative declaration in the research grant acceptance form (For further information you are invited to contact the Ufficio Stipendi of the University of Siena by calling the phone number 0577.232243 (trattamentieconomici@unisi.it)

You may find further information about “gestione separata” at the web page <http://www.inps.it/portale/default.aspx?lastMenu=6298>