

INPS IMPLEMENTATIONS FOR SCHOLARSHIPS HOLDERS

INPS social security contributions for *Gestione Separata*

Research PhD scholarships are subject to the payment of INPS social security contributions under the separate pension system (art. 2 paragraph 26 Law 335/95 and subsequent modifications).

What is the PhD student with a scholarship supposed to do?

In order for the contributions of the scholarship to be paid, the PhD student must enrol in INPS gestione separata, exclusively via digital means:

Option 1 - PROCEDURE FOR ITALIAN CITIZENS OR FOREIGN CITIZENS WITH RESIDENCE IN ITALY WHO HOLD AN ITALIAN IDENTIFICATION DOCUMENT – ACCESS TO INPS SERVICES IS ALLOWED ONLY VIA SPID, CIE OR CNS CREDENTIALS:

visit INPS web page: <https://www.inps.it/it/it.html> and in the section SEARCH (Ricerca) ____ type “*Gestione Separata - iscrizione*”

or

go directly to the following link “*Gestione Separata – iscrizione*” link

<https://www.inps.it/prestazioni-servizi/servizio/2501>

Declare the **start date** as **01/11/2026**, which is the start date of the PhD program. (**Note:** if the registration is carried out before 01/11/2026, enter the date on which the registration procedure is performed, as the system does not allow a future date to be selected. INPS contributions will, in any case, be paid starting from 01/11/2026).

Declare that the activity is carried out as a **COLLABORATORE/PARASUBORDINATO**.

Option 2 - PROCEDURE FOR FOREIGN CITIZENS WITH RESIDENCE ABROAD WHO DO NOT HOLD AN ITALIAN IDENTIFICATION DOCUMENT (AND DO NOT HAVE SPID, CIE OR CNS CREDENTIALS) – ACCESS TO INPS SERVICES IN THIS CASE IS POSSIBLE VIA A PIN CODE:

- a. To request a PIN code, you must go in person to an INPS office in Italy (the INPS office in Parma is located at: [INPS headquarters in Viale Basetti 10, 43121, Parma \(PR\)](#))

You must bring the following documents: Passport or identity card, Italian Tax Code Number (Codice Fiscale), completed and signed MV35 form (download [here](#))

You can book an appointment by calling the number or go directly to the headquarter.

From a landline: **803164** – From a mobile phone: **06 164 164** (service also available in English)

- b. To register online to INPS Gestione Separata using the PIN code, go to the INPS website:

visit INPS web page: <https://www.inps.it/> and in the section SEARCH ____

type “*Gestione Separata - iscrizione*”

or

go directly to the following link “*Gestione Separata – iscrizione*” link

<https://www.inps.it/prestazioni-servizi/servizio/2501>

Declare the **start date** as **01/11/2026** - the **start date of the PhD program**. (**Note:** if the registration is carried out before 01/11/2026, enter the date on which the registration procedure

is performed, as the system does not allow a future date to be selected. INPS contributions will, in any case, be paid starting from 01/11/2026).

Declare that the activity is carried out as a a **COLLABORATORE/PARASUBORDINATO**.

Option 3 - PROCEDURE FOR THOSE WHO ARE ALREADY REGISTERED IN THE GESTIONE SEPARATA INPS (for example, para-subordinate workers with Co.Co.Co. contracts and the like): log in using your personal PIN (or your credentials) and print a document confirming your registration (even a contribution payment summary is sufficient).