



# UNIVERSITÀ DEGLI STUDI DI MILANO

Direzione Risorse Umane

PhD

FORMS

## Welcome to Direzione Risorse Umane

The following forms are necessary to start the procedures for the payment of the Fellowship.

### Documents

1. In the first page of the Fellowship form please insert personal information and ways of payment. You can use the same form for following modifications of bank account, residence, domicile etc. to communicate within the 4<sup>th</sup> day of the month concerned.

### Procedure

As from 10/01/2017 , the annual gross amount of the scholarship will be Euro 16.350,00.

The payment of the contribution will be made by University, after the registration to separate management. The registration, by the PhD student, can be done in two ways:

- a. By web: [www.inps.it](http://www.inps.it) → SERVIZI ON-LINE → Per tipologia di utente → dottorando: iscrizione - accesso con pin on line (after the half of the page);
- b. By going personally to an Inps office. The nearest to University is in Piazza Missori 8 — 20122 Milano (MM Missori)

The activity of the PhD - XXXVI° cycle starts from the beginning of the academic year of the fellowship: **01/11/2020** and the payment will be monthly postponed.

1. Send the file of the form as enclosure of a mail to [pagamenti.dottorato@unimi.it](mailto:pagamenti.dottorato@unimi.it) **by the middle of November** to:
- 2.

Direzione Risorse Umane -Settore Gestione Lavoro Autonomo e Assimilati -Ufficio Contratti di Formazione e Ricerca -  
Via S. Antonio 10/12 - 20122 Milano

For further information please see the Guide to payment procedures on

<http://www.unimi.it/ricerca/dottorati/2316.htm>

Or contact n. 02-503.13307

e-mail: [pagamenti.dottorati@unimi.it](mailto:pagamenti.dottorati@unimi.it)

To access pay rolls it is necessary to download from the page:

<http://work.unimi.it/rlavoro//28177.htm>

Thank you for your collaboration.



Dottorato di Ricerca PhD

Grant Form

- Registration
Update (new data)

Please complete as required by the law (DPR n. 784 - 2/11/97). All data are compulsory except (\*) and valid until changes and updates by you

1 Identity

Form fields for Identity: Surname, 1st Name, 2nd Name, Date of birth, Place of birth, Citizenship, Codice Fiscale

Address in Italy

Form fields for Address in Italy: Address, Town, Phone, E-mail, Zip code, Country

Address in your Country

Form fields for Address in your Country: Address, City, Telephone, E-mail, Zip code, Country

3 Pay method

C - Credit to your personal bank account

Form fields for Pay method: Iban, Bank name, Bank address, Town, Country

4 Research address

Form fields for Research address: Doctorate in, Cycle

Specify the name > Department

Address

I also pay contributions to a private fund
No ..... Yes..... the following.....

Information

Privacy - Your data will be used exclusively for the grant payment. They will be kept reserved and treated accordingly to the Italian privacy protection law no. 196/03.

Sign here

Mail: Direzione Risorse Umane, Ufficio Contratti di Formazione e Ricerca Via S. Antonio 10/12 - 20122 Milano
Or Send as an attachment to pagamenti.dottorato@unimi.it