The PhD programs at Scuola Normale Superiore will begin on 2 November 2022.

For the beginning of the PhD course, to complete the registration as PhD students, you need to fulfill the following requirements:

• After you have accepted the position in Ser.Se, the system produces a PDF document. At the beginning of the academic year you will have hand this form signed to the staff of the students' services (in Pisa or Florence, depending on the seat of your PhD course)

• Non-Italian citizens should later apply at the "Agenzia delle entrate" to require a "codice fiscale". The codice fiscale is a tax identification number, which is very important for you to obtain, in order to get other services related with your everyday life in Italy and to receive the scholarship. Here you can find instructions about what it is and how to obtain it. The easiest way is to go to the offices of the "agenzia delle entrate" in Pisa and Florence (here you find the addresses) and make the request directly to the officers.

Non-Italian citizens can apply for it also abroad through the pertaining Italian Consular Office, the one within which territory they reside. Hereafter some examples of info and instructions care of the Embassies of New Delhi, Teheran, Washington, Lagos.

Once in Italy EU citizens can apply for a tax code at the local Agenzia delle Entrate showing their ID card. Extra-EU citizens are asked to show their passport with a valid visa (depending on the country of origin, the visa may not be necessary) and a residence permit or the receipt of sending the relevant application.

• Tassa regionale: all the PhD students enrolled for the academic year 2022/2023 have to pay a tax to the DSU (https://www.dsu.toscana.it/tassa-regionale), unless they are eligible for exemption. SNS will refunds this tax, if the tax it due and after it has been paid. The Italian citizens who meet the specific conditions to obtain the exemption, should apply for it following the instructions of DSU. If they are eligible they will not be required to pay the tax. If they are not eligible for exemption, they will have to pay the tax and submit the receipt and the ISEE to the secretariat by 31 January 2023, to get the reimbursement.

All non-Italian citizens will have to pay the tax directly and submit the receipt to the secretariat by 31 January 2023.

• INPS REGISTRATION (Gestione separata INPS). Ph.D. grants are subject to social security contributions. Therefore, within the month of November you have to register with the INPS (Istituto Italiano per la Previdenza Sociale, the Italian social welfare institution) under the category "gestione separata". The INPS registration cannot be done in advance but starting from 1 November onwards.

• Candidates who had not yet obtained the master degree diploma at the date of the participation to the competition, are required to graduate within 31 October 2022, under penalty of exclusion from the position awarded; they are kindly required to fill out the self-certification master degree form which came out with this message. Starting from 2 November 2022, they have hand this form to the students' service office. Candidates holding a degree issued by a European university are required to provide a Diploma Supplement.

• Candidates holding a degree issued by a non-European university are required to provide the original diploma and a "Dichiarazione di valore" which certifies the equivalence of your title to the ones issued in

Italian University system. At the beginning of the PhD course this document has to be hand in to the student services' office.

More information is available at [this](#) page (in Italian) or at [this](#) one (in English).