# DIS-COLL GUIDE (Job seeking contribution for former PhD students)

INFORMATION ON INPS WEBSITE: <a href="https://www.inps.it/prestazioni-servizi/dis-coll-indennita-mensile-di-disoccupazione">https://www.inps.it/prestazioni-servizi/dis-coll-indennita-mensile-di-disoccupazione</a>

## IMPORTANT - PERIOD AND CONDITIONS TO ASK FOR DIS-COLL

You can ask for the job seeking contribution called DIS-COLL only when your PhD fellowship <u>finished</u>. Normally your fellowship ends at the end of the month when you have your Defense.

If you ask DIS-COLL during the first 8 days after the end date of your PhD fellowship, INPS must pay your DIS-COLL contribution during next 30 days. Remember that the deadline to ask DIS-COLL contribution is 68 days after your PhD fellowship end date. Later you are not allowed to ask it anymore.

After DIS-COLL procedure you will need to do <u>DiD procedure</u>. DiD is "Dichiarazione di Immediata disponibilità al lavoro" that means that you have to declare be ready to accept job offers by the proper office (Centro per l'Impiego). You need DiD to: 1) receive DIS-COLL; 2) renew your permit of stay for job seeking reasons.

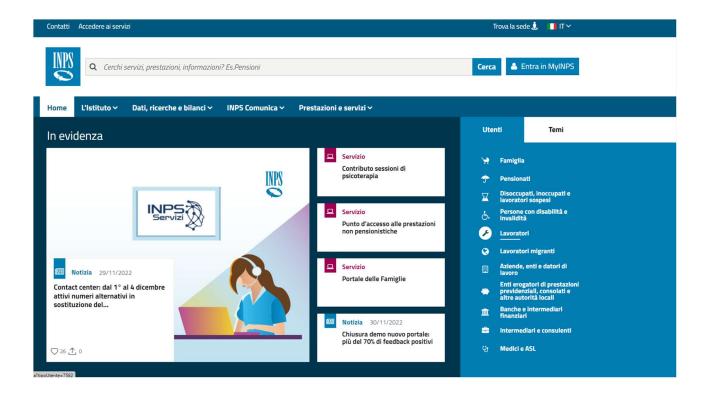
In order to do DIS-COLL and DiD procedure you need SPID. SPID is an account that you can use in almost all Italian public administrations websites.

DIS-COLL lasts 1 year and the amount is 75% of your PhD fellowship. Starting from 6<sup>th</sup> month the amount decrease of 3% every month.

## **Certificate form SISSA (needed to complete DIS-COLL procedure)**

If you already finished your PhD, download the DIS-COLL certificate from esse3 website. In the case you did not finish your PhD yet, ask for the certificate to <a href="mailto:phd@sissa.it">phd@sissa.it</a>.

Now you are ready to go to www.inps.it website.

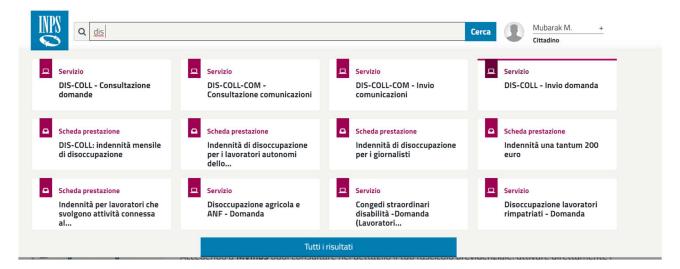


## Login with SPID

If you are not resident in Italy and you have a valid PIN dispositivo, in theory you can proceed. In any case, you will need SPID to do DiD procedure.



Search on the bar "DIS-COLL - Invio domanda"



On the left part of the new page click on "Invio domanda".

Check on your personal information; choose your citizenship country ("Stato cittadinanza");

In the bottom of the page, choose if you want to receive communication to the actual address detailed in the page ("Vuole utilizzare questo indirizzo...").

Click Avanti, when finished.



Enter "codice fiscale" on the field "Tipo ricerca";

Enter "80035060328" on the field "Codice fiscale";

Click on "Ricerca" and select SISSA;

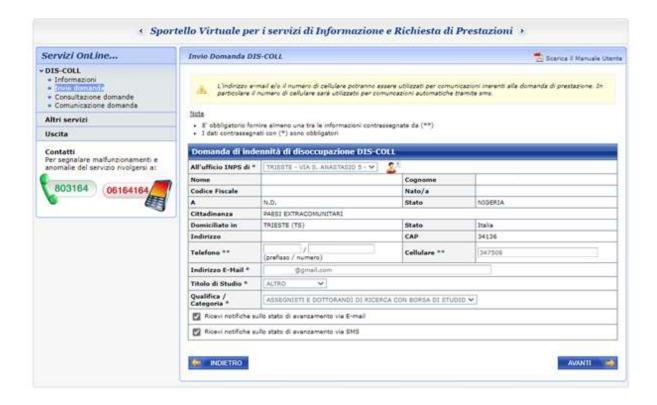
In the second part of the window, enter the date of the beginning of the PhD ("01/10/20XX" or "01/11/20XX") and the date of the end of your PhD fellowship. Remember that generally your fellowship ends at the end of the month when you have your Defense. If you have any doubt, ask to <a href="mailto:phd@sissa.it">phd@sissa.it</a>.

"Motivo cessazione": "Fine contratto" (end of contract).



Enter "Trieste – Via S. Anastasio, 5";

your phone number (telefono) or your mobile ("cellulare") – one is enough; e-mail address; "titolo di studio": "altro"; "qualifica/categoria": "assegnisti e dottorandi di ricerca con borsa di studio"; check on the 2 checkboxes ("ricevi...") to receive notifications by e-mail and sms about the procedure. Then "Avanti".



Dichiaro di essere in possesso dei requisiti previsti dalla legge ("I declare I meet the requirements stated by law"): <u>yes;</u>

Dichiaro di essere titolare di assegno di invalidità ("I declare I receive a contribution for an Handicap I have"): generally no;

Dichiaro di svolgere i seguenti tipi di attività di lavoro ("I declare NOW I work as following"):

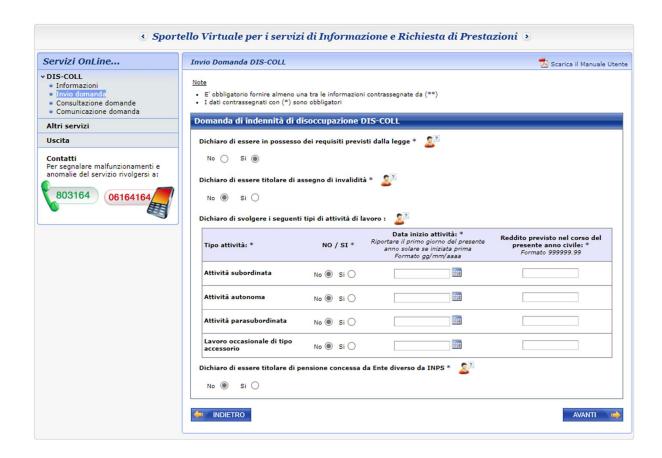
Attività subordinata (employee); Attività autonoma (private job); Attività parasubordinata (collaboration); Lavoro occasionale di tipo accessorio (jobs paid by vouchers).

If you are working in the moment when you ask for DIS-COLL and you do not know how to fill in these fields, please contact a Patronato).

Data inizio attività ("Date when you began to work"); Reddito previsto ("amount of money you think to receive during the year"). Fill in properly.

Dichiaro di essere titolare di pensione concessa da ente diverso da INPS ("I declare I receive a contribution from an organisation that is not INPS"): generally no, if you do not receive any contribution.

Then "Avanti".



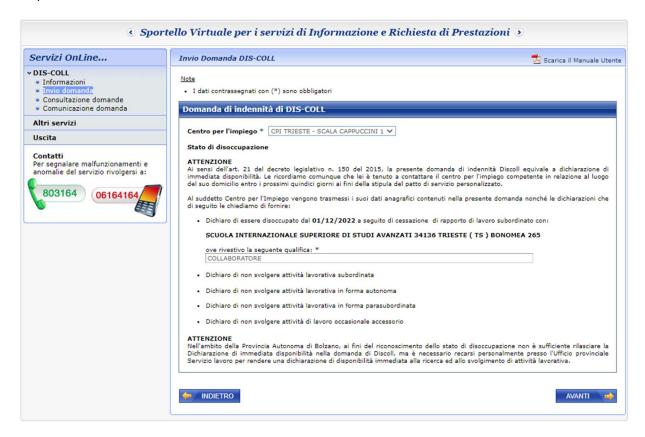
Choose the "Modalità di pagamento" (the way you want to receive the money): 1) "Bonifico Domiciliato" – only for Poste Italiane bank accounts. For details, ask to Poste Italiane; 2) "Accredito su conto corrente", Bank transfer (Italian bank); 3) "Accredito su IBAN area SEPA", Bank transfer (non Italian bank). Generally choose 2 or 3.



Below enter your IBAN code. Then Avanti.

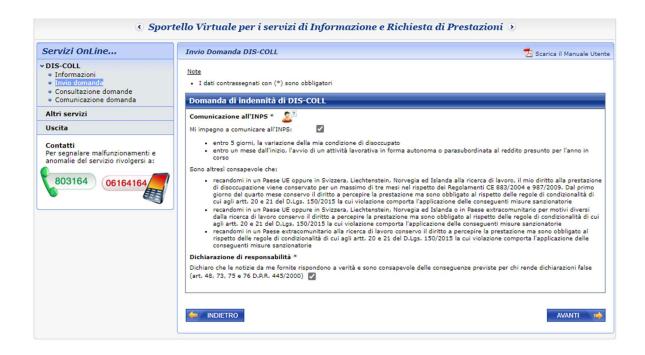


Now you find the summing up of your declaration. Choose the "Centro per l'impiego" (the only one in the list). Then Avanti.



Now you have to check the two checkboxes in the page: 1) You engage yourself to inform INPS if you find a job; 2) you declare that the information you entered in your request is true.

Remember that you can go around the world to look for a new job but, in the case that Centro per l'Impiego call you to offer a job, you must come back to Trieste. Then Avanti.



In the last page you have to upload the DIS-COLL certificate you downloaded from Esse3 website. Then Avanti.

Remember to download the receipt at the end.

Now you have to continue with DiD declaration: <a href="https://www.anpal.gov.it/did">https://www.anpal.gov.it/did</a>

## **DiD** declaration

Login with SPID





in D Seguici

Anpal ~ Politiche attive ~ Linee di azione ~

Strumenti ~

Notizie ~

Lavorare Assumere Connettere

Home: Politiche attive / Per l'occupazione / Did

## Did online

La Did online - Dichiarazione di immediata disponibilità al lavoro, è la dichiarazione che determina formalmente l'inizio dello stato di disoccupazione di una persona.

Chi è disoccupato, o ha ricevuto comunicazione di licenziamento, può presentare la Did per accedere ai servizi di reinserimento nel mercato del lavoro.

# La Did e Anpal

La Did online può essere resa su MyANPAL autonomamente o tramite un intermediario (un centro per l'impiego o un patronato). Le lavoratrici e i lavoratori dipendenti che hanno ricevuto la comunicazione di licenziamento possono rendere la Did già durante il periodo di preavviso di licenziamento.



## **MyANPAL** La porta di accesso ai servizi digitali ANPAL

MyANPAL è la scrivania digitale su misura per te che progressivamente ti permetterà di:

- accedere a tutti i servizi
- monitorare le attività
- consultare domande frequenti (Faq) e manuali

Presto saranno disponibili ulteriori funzionalità, tra cui notifiche sullo stato di avanzamento delle pratiche e messaggistica.

Accedi a MyANPAL. Se non hai le credenziali Anpal, registrati.



This is probably your first login to DiD. In this case, the website will ask you to complete personal information. If you are not-European, you must enter your permit of stay information too.

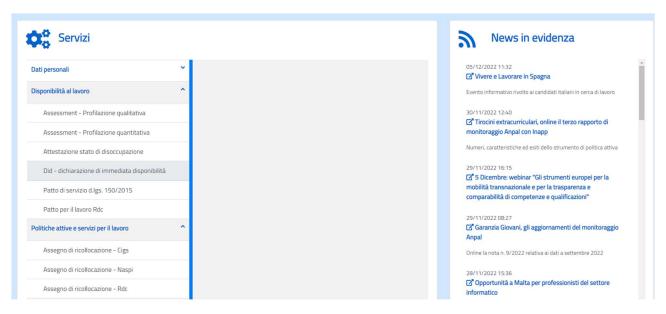
Then the system will ask you to confirm your information by E-mail (check your e-mail and click the confirmation link).

Login again with SPID.

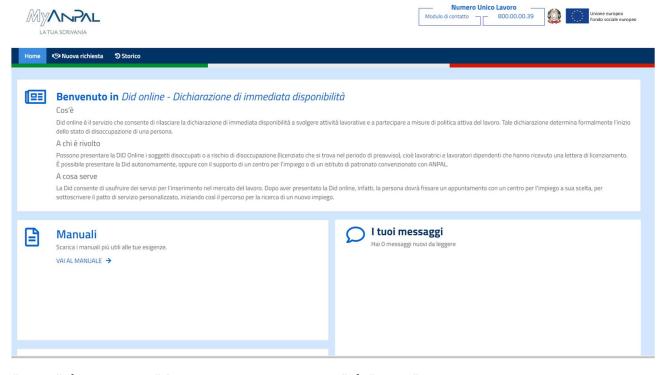
Click on "Scopri Ora", then "Chiudi".



On the left "Disponibilità al lavoro"  $\rightarrow$  Did Dichiarazione di immediata disponibilità  $\rightarrow$  "Vai al servizio"



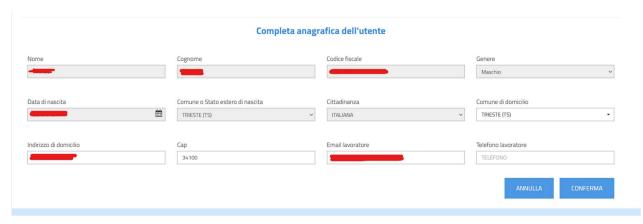
## On the top "Nuova richiesta"



"Avanti" → Then check "L'interessato dichiara di aver..." → "Avanti"



## Confirm your personal information



## Inserisci Did



Then "No, non sono percettore" if you do not receive any job seeking contribution (you just asked it and you did not receive your DIS-COLL yet)

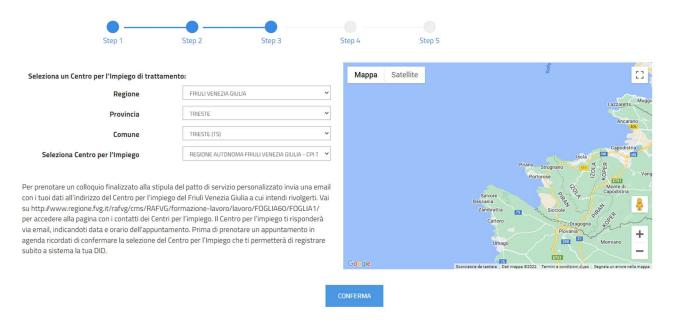


Click on "Profilazione Quantitativa";

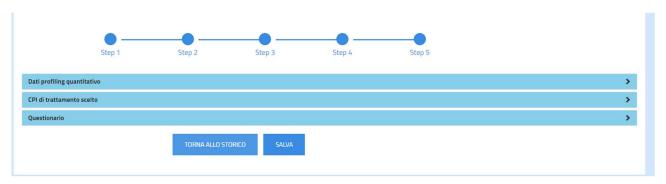
Enter your personal information in new page "Profilazione Quantitativa", Then continua



## Select as below "Centro per l'impiego" of Trieste



#### Then Avanti to the end.



Dowload the receipt and contact Centro per l'Impiego di Trieste: cpi.trieste@regione.fvg.it / 0403772877

Generally, they should have received your DiD and they should contact you but it is better to be sure contacting them.

Remember that you will have an appointment with Centro per l'Impiego (Scala dei Cappuccini, 1) to confirm your DiD. It will need that you have your residence in <u>Italy</u> (see residence procedure) if you are

Italian or you already have registered your address in another Italian City Hall, you do not need to change it. With the paper you will receive from Centro per L'impiego, you will be able to renew your permit of stay for job seeking reasons.

## Map for Centro per l'Impiego di Trieste

