

BE CAREFUL  
BE ACCURATE  
BE DONE -- OR -- START AGAIN

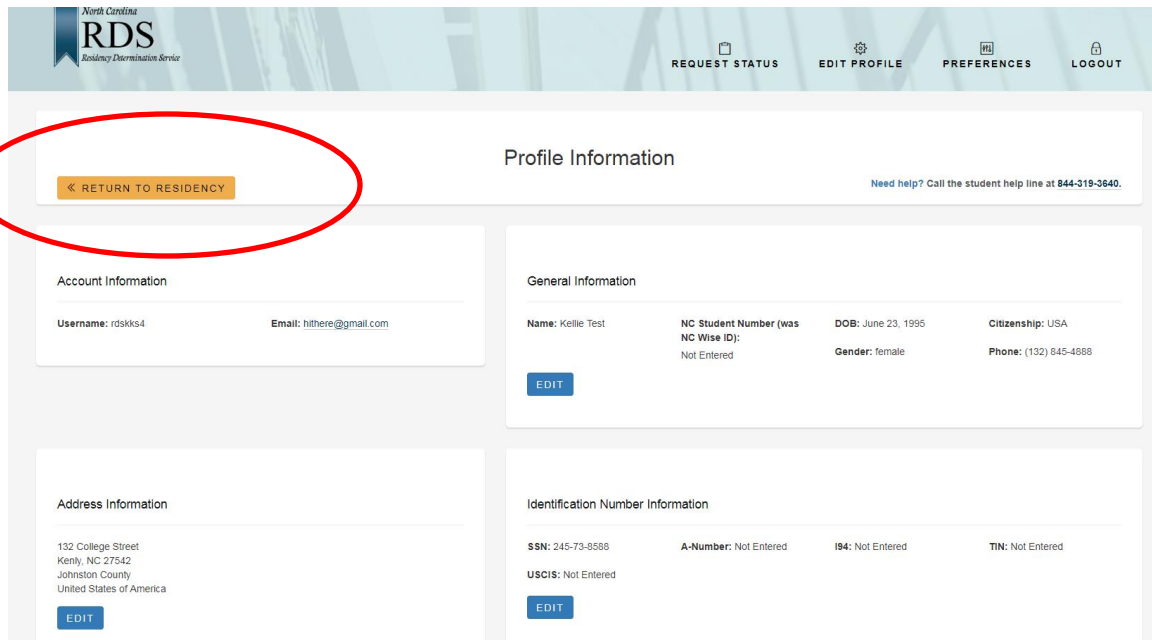
**RDS uses CFNC profile information. If your Name, SSN, or Date of Birth is incorrect, RDS and the College cannot use your information. The information in your profile must be the same as on your college admission application. If not, you will need to START AGAIN.**

If you make an error in your RDS profile:

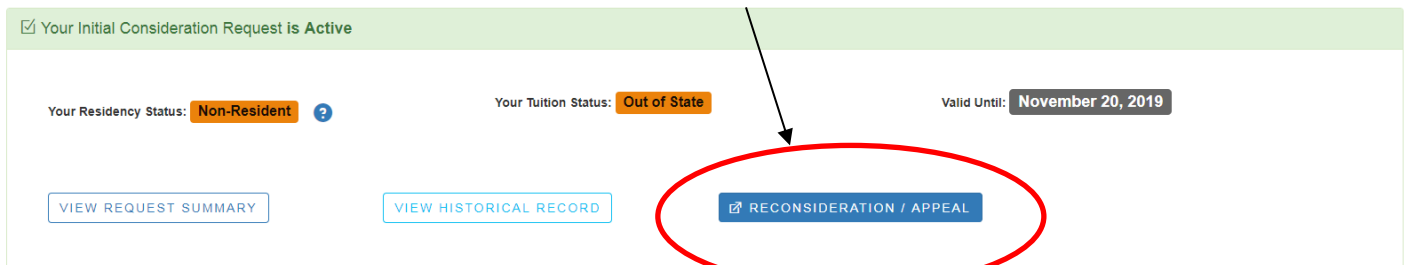
- 1) LOGIN to RDS at [www.NCresidency.org](http://www.NCresidency.org)
- 2) On RDS STATUS PAGE select: "Edit Profile"

The screenshot shows the RDS user interface. At the top left is the RDS logo. The navigation bar includes 'REQUEST STATUS', 'EDIT PROFILE' (circled in red), 'PREFERENCES', and 'LOGOUT'. Below the navigation bar, the user's Residency Certification Number (RCN) is displayed as 0000003272. To the right, the student's name (Kellie test) and email (testacct2@gmail.com) are shown, along with an 'UPDATE CONTACT INFORMATION' button. A green banner indicates that the user's initial consideration request is active. Below this, the user's residency status is 'Non-Resident', their tuition status is 'Out of State', and their request is valid until November 20, 2019. There are three buttons: 'VIEW REQUEST SUMMARY', 'VIEW HISTORICAL RECORD', and 'RECONSIDERATION / APPEAL'. A reminder section at the bottom states that the user has no open admission applications through CFNC and provides a 'REMEMBER' section with two bullet points: 'Complete your admission applications' and 'Want financial aid? -- complete your FAFSA at www.fafsa.gov'.

3. Correct the information in your profile.
4. Save updated data and press "Return to Residency" (orange button)



5. On RDS Status Page select: “RECONSIDERATION / APPEAL”



6. When prompted, select reconsideration.

### Reason for New Residency Request

Indicate why you are asking for a new Residency Determination:\*

Select Reconsideration below if:

- You provided incomplete information or need to enter in missing data to your current determination, or
- You made an error while entering information in your current determination, or
- You failed to submit required documents on time, or
- You've had a change in your personal/living situation, or
- Your determination is about to expire.

Select RDS Appeal below if:

- The information you provided in your current residency request is fully complete, has not changed, and you have additional information to provide to support your residency request.

- Reconsideration.
- RDS Appeal.

7. Verify that your updated profile information (Name, SSN, and Date of Birth) is correct and accurate
8. When complete, notify your campus so they can download your new residency determination. If you do not notify your campus your information will remain incorrect at the campus.
9. Call the Toll-Free Student Help Line at 844-319-3640 with any questions.