Residency Determination Service

North Carolina
RDS
Residency Determination Service

Find Your Place in Our State

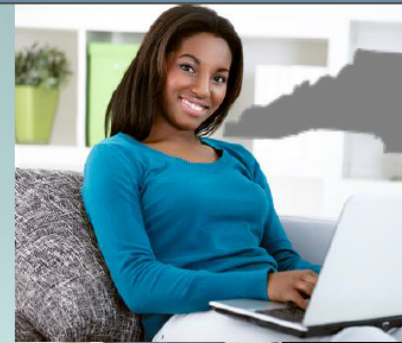# Residency Determination Service

1. Background and Purpose

2. Key Principles

3. Student Experience

4. RDS Primary Steps

5. Accessing a CFNC Admissions Application

6. Questions and Answers

Background

- ✓ Session Law 2013 – 360 directed the UNC, NCCCS, NCICU, and SEAA to create a centralized, uniform process for determining residency for tuition purposes and for administration of State-funded financial aid.

- ✓ Session Law 2015-241 designated NC State Education Assistance Authority as key responsible entity, advised by Higher Education Collaborative Advisory Committee (HECAC) on purpose, function and development of RDS – representatives from NCCCS, UNC, NCICU, SEAA, and CFI.

Key Principles
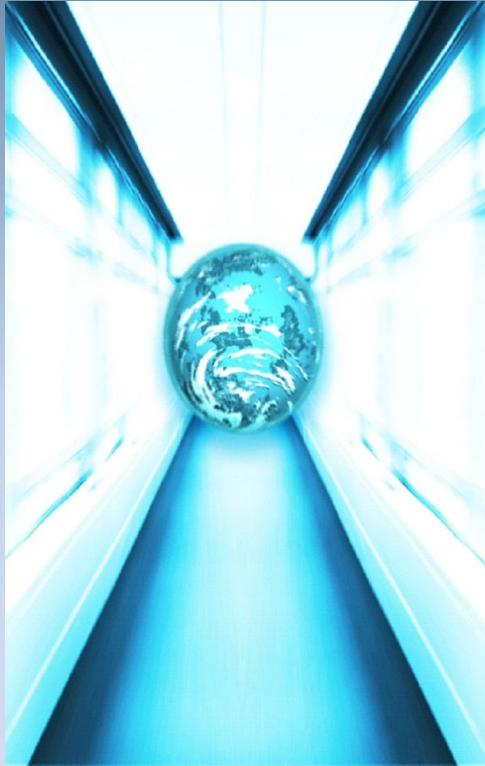
- ✓ Student can apply today, use RDS, and have "classification" for residency today

- ✓ RDS informs state Grant system of residency and eligibility for grant consideration

- ✓ RDS uses SSN for student, parent(s), spouse as identifier for data matching

- ✓ "Trust But Validate" strategy uses data matching with various state and federal databases

Key Principles

RDS validates data electronically to reduce & simplify documentation student and family must submit

- ✓ NC Department of Commerce
- ✓ NC Department of Health and Human Services
- ✓ NC Department of Public Instruction
- ✓ NC Department of Revenue
- ✓ NC Department of Transportation and Motor Vehicles
- ✓ NC Voter Registration records
- ✓ Federal data base for "Active Duty" & branch in military
- ✓ Federal Department of Homeland Security: Systematic Alien Verification for Entitlements (SAVE)
- ✓ FAFSA / ISIR information
- ✓ Various consumer data sources

The RDS Online Interview

Student Experience

RDS Online Interview – Student Experience

RDS online interview handles many student situations:

- ✓ Active duty military – individual, spouse & dependents
- ✓ Veterans
- ✓ Non-US citizens
- ✓ Married parents
- ✓ Split families
- ✓ Independent students
- ✓ Married students
- ✓ Homeless students
- ✓ 5 year rule

Are you a drilling member of the North Carolina National Guard?* ❓

- ○ Yes
- ◉ No

Are you, your spouse, or your parent(s) or legal guardian(s) currently serving in, discharged from, or retired from the following?*

- US Navy
- US Army
- US Marine Corps
- US Air Force
- US Coast Guard
- National Guard
- Public Health Service (Veteran Only)
- NOAA Uniformed Service (Veteran Only)

- ◉ Yes
- ○ No

Indicate the person affiliated with the military: *

- ○ Self
- ○ Spouse
- ○ Parent(s)/Legal Guar
- ○ Other Family

Are you married? *

- ◉ Yes
- ○ No

Marriage Date*

`07` / `16` / `2016` ⇕ 🗓

Are one or both of your parents living? *

- ◉ Yes
- ○ No

Do your parents provide 50% or more of your total cost of living? (Total cost of living means the cost of your food, clothing, shelter, transportation, school or college tuition, and other incidental costs of living added together). *

- ○ Yes
- ◉ No

DACA and Undocumented Students

- ✓ DACA and undocumented students are, by law, not NC Residents for tuition purposes
- ✓ Select No to the first question in the interview "Do you claim residency"

Student Citizen with Undocumented Parents

✓ Student citizens with undocumented parents ARE eligible for residency for tuition and state aid purposes

✓ Residency for dependent student is, by law, based on parent(s) information. If parent(s) does not have ID #:

➢ Student in the RDS Online Interview is determined to be a Non (NC) Resident and Out of State tuition

✓ Student has opportunity to appeal

➢ Student is asked to provide proof of parent(s) NC residency, not citizenship status, if not provided in the RDS Online Interview

➢ If student or parent(s) cannot provide documentation, student remains non (NC) Resident and Out of State tuition

Students With Unstable Address History

- ✓ A student identified as McKinney-Vento does not automatically receive a resident status; it assists RDS in working with the student.

- ✓ If student has an unstable address history, RDS alerts student determination is "Under Review"

- ✓ RDS reaches out to student by end of next business day

- ✓ Phone conversation helps student navigate RDS and assesses time in NC and residence history

Students With Unstable Address History

Housing Information

Are you currently experiencing homelessness and/or do any of the following housing situations apply to you, your parent(s), or legal guardian(s)?*

- living in doubled-up housing with other families or friends due to hardship
- living in a runaway or homeless youth shelter
- living in another type of shelter, including a domestic violence shelter
- living in a hotel or motel
- living in transitional housing or transitional shelter
- living in a car, abandoned building, park, on the street, or in another public space
- living in a campground or inadequate trailer home
- awaiting foster care placement
- abandoned in a hospital

○ No
○ Yes

CONTINUE »

Information Students Need

Information Needed to Complete FAFSA and Residency Determination Service (RDS)			
INFORMATION NEEDED	**FAFSA**		**Residency (RDS)**
Student's Personal Identifying information (SSN, ARN, USCIS, or ITIN)	YES		YES
Parent's Personal Identifying information (SSN, ARN, USCIS, or ITIN)	YES		YES
Student and/or Parent's Federal Tax information	YES		Potentially
Student and/or Parent's State Tax Information	NO		YES
Permanent Residence Information	YES		YES
Vehicle or Driver License Information	YES		YES
Military Information (if applicable)	YES		YES
US Citizenship and Immigration Services (USCIS) Documentation (if applicable)	NO		YES
Where Do I Go To Complete the Process	Fafsa.gov		ncresidency.org
What Information Should I Save	*FSA ID		**RCN
Is Residency Information Needed	YES		YES

*Federal Student Aid Identification   ** Residency Certification Number
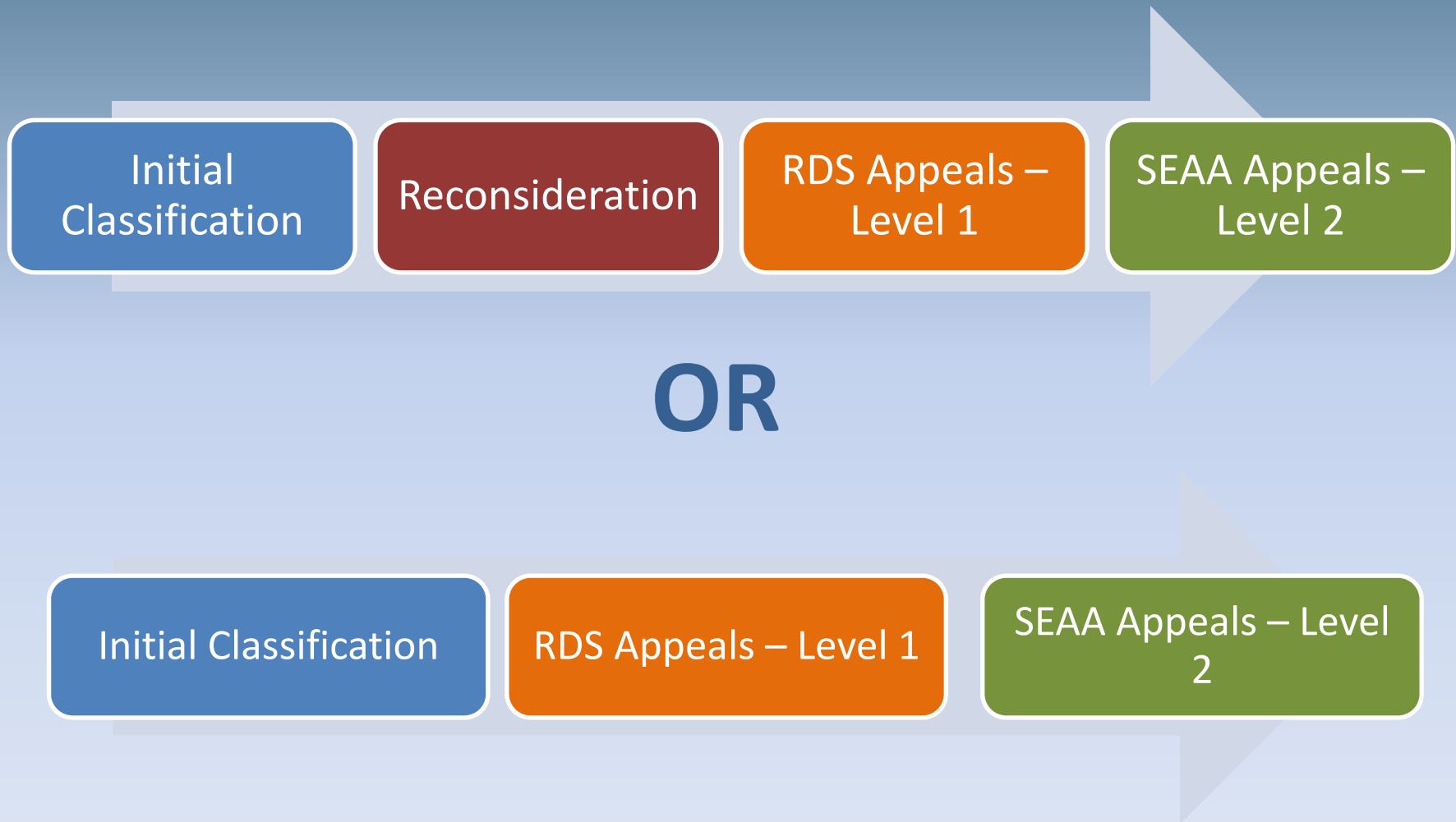
The RDS Online Interview

RDS Steps

RDS Online Interview – Student Experience

Primary RDS Residency Steps

| Initial Classification | Reconsideration | RDS Appeals – Level 1 | SEAA Appeals – Level 2 |

OR

| Initial Classification | RDS Appeals – Level 1 | SEAA Appeals – Level 2 |

Residency Determination Service

First Question

Need help? Call the student help line at **844-319-3640.**

North Carolina Residency Determination

Do you claim to be a North Carolina resident?* ❓

○ Yes
○ No

CONTINUE »

Active Duty Military Members and Qualifying Relatives, **click here**

Deferred Action Childhood Arrivals (DACA) and Undocumented Students, **click here**

NOTE: RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

Residency Determination Service

Students Who Should Check YES

✓ Traditional first time applicants

✓ Active Military members and their families

✓ Dependents of veterans living in or outside North Carolina

✓ Non U.S. citizens with approved legal period of stay in the United States living in North Carolina

Students Who Should Check NO

- ✓ Out of State residents

- ✓ Students and families who have not satisfied the residency requirements

- ✓ International students not living in the United States

- ✓ International students living in the United States but NOT in North Carolina

- ✓ DACA and undocumented students

Initial Classification -- Outcome

Your Residency Certification Number (RCN) is **1100100342** ❓

☑ Your Initial Consideration Request **is Active**

Complete the following next steps:

1. **Save your RCN;** It is unique to you and will never change. Colleges and universities may

Your Current Re:

Residency Initial Consideration Record

Request Information

Request Information

Request Start Date: February 1, 2017

Request Submit Date: February 3, 2017

Residency Status: Non-Resident

Tuition Status: Out of State

Residency Certification Number (RCN): 1100140441

Agree to CONSENT AND AUTHORIZATION : Yes

Student Information

Emancipated Minor: No   Legal Guardian: No   Married: Yes

Marriage Date: March 25, 2016   Parents Alive: Yes   Parents Support: No

Student Information

Personal Information

Name: Ceil Hallthirteen   Date Of Birth: March 15, 1999   Social Security Number: 156-36-1313

Address: 1313 Street Rd
Portland, OR 97086
USA

College Enrollment

✓ RDS discloses residency classification to student at completion of online interview
✓ Student receives a Residency Certification Number (RCN) immediately following interview (it is emailed and texted to student as requested)
✓ Student provides the RCN to the college(s) as requested
✓ Non-resident determination does NOT prevent student from submitting an admissions application.

Why complete a Reconsideration?

Carefully review the following information before continuing.

Depending on your situation, you may have the ability to complete a Reconsideration or RDS Appeal.
The RDS Reconsideration allows you to change information you provided about yourself, your parents/legal guardians, and/or your spouse.
Reconsideration also allows you to change information about your circumstances.

Complete Reconsideration 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.

CANCEL

NEXT

Why complete an Appeal?

✓ Appeal provides a student access to the human side of the residency process, if the computerized RDS Online Interview yields a residency determination that a student believes is incorrect.

✓ RDS Appeal process is for students who have ability or need to provide additional information and documentation to their claim of residency.

✓ Students have 10 days to submit a notification to appeal; 25 days to complete the appeal.

Submitting an Appeal

Submit your Intent to Appeal

Step 1: Overview of the RDS Appeal Process

1. You are required to submit a Notification of Intent to Appeal ("Notification") within 10 calendar days from the date of the determination you are appealing. You submit the notification to appeal by reviewing an Overview of the Appeal Process, the RDS Guidebook, and the North Carolina state statutes.

2. Following your Notification, you will be directed to the appeal determination request form. You have the ability to complete the form immediately following your Notification submission or you may log back into RDS at a later day and time to complete the remainder of your request. You have 25 calendar days from the date of your Notification to Appeal submission to complete and submit your appeal determination request form. Requests for appeals will not be accepted after 25 calendar days from the date of your Notification to Appeal.

3. You should be prepared to provide the following information as part of the appeal determination request form:

Step 2: Read the RDS Guidebook

Click this link to download and read the RDS Guidebook.

Step 3: Read the North Carolina Residency Statutes

Click this link to download and read the State Residency Laws and Policies.

☐ By clicking "Continue" I understand that I am providing notice of my intent to appeal my current NC residency determination. I also understand that my appeal, including all required and voluntary documentation, must be submitted in its entirety by July 30, 2018 or my appeal will be considered closed and my current residency determination will remain active.

SEAA Appeal – Level 2

- ✓ The SEAA Appeal Level 2 process is available to students who remain non-resident following an RDS Appeal.

- ✓ Students will not submit additional information or documentation to support their appeal, similar to the SRC process today.

- ✓ The SEAA Statewide Appeal Committee will review student cases to ensure the process is conducted fairly and correctly, and the outcome is correct based on information provided in process.

- ✓ Committee members will be comprised of practitioners from NCICU, NCCCS, and UNC and administered by SEAA.

Residency Determination Service

Online Applications

Residency Certification Number

Higher Education Sector	When Do I Provide RCN?
Community Colleges	Required in order to submit admissions application. All students required to submit RCN – no matter their status.
UNC institutions	Varies – campuses require RCN to submit application while others require it as part of the enrollment process. Only students wishing to be considered for in-state tuition and state aid are required to submit RCN. All others are, by default, considered non-resident.
Private and Independent Institutions	As part of the financial aid process. Only students wishing to be considered for state aid are required to submit an RCN.

Residency Determination Service

Online Application – UNC

Your residency for tuition purposes determines your in-state or out-of-state status and may impact your admission, tuition, scholarship or financial aid eligibility.   North Carolina residency for tuition purposes is governed by North Carolina state law. More information about North Carolina residency for tuition purposes can be found at www.ncresidency.org.

Do you claim to be a North Carolina Resident?

☐ Yes   I claim to be a North Carolina resident for tuition purposes.*

☐ No   I do not claim North Carolina residency for tuition purposes. I understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state-supported institution.

*If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at www.ncresidency.org. You will receive a Residency Certification Number (RCN) which should either be entered onto your admissions application or provided directly to your Admissions Office, when available.

Access UNC Admission Application on CFNC

✓ CFNC campus admissions application
  ➢ RCN automatically filled, if RDS completed

Personal Information	**☐ North Carolina Residency Information** ✔
High School Information	Your residency for tuition purposes determines your in-state or out-of-state status and may impact your admission, tuition, scholarship or financial aid eligibility. North Carolina residency for tuition purposes is governed by North Carolina state law. More information about North Carolina residency for tuition purposes can be found at www.ncresidency.org.
College Information	**Do you claim to be a North Carolina Resident?** *
Family Information	⦿ Yes I claim to be a North Carolina resident for tuition purposes.
Activities and Interests ✔	○ No I do not claim North Carolina residency for tuition purposes. I understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state-supported institution.
Campus Specific Information	If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at www.ncresidency.org. You will receive a Residency Certification Number (RCN) which should either be entered onto your admissions application or provided directly to your Admissions Office, when available.
Campus Specific Information 2	
Student Statement	**What is your Residency Certification Number (RCN)?**
Finish Application	

Residency Determination Service

Online Application – Community College
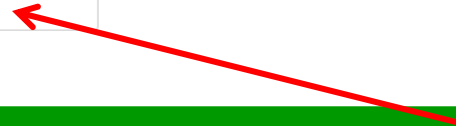
Assistance

- RDS Web site – www.ncresidency.org
  - ✓ FAQs: What to Know
  - ✓ Resource one-pagers
  - ✓ RDS Guidebook
- Student Help Line: 844.319.3640
  - ✓ 3rd party release
  - ✓ Hours: 8 AM – 6 PM Monday – Thursday

    8 AM – 5 PM Friday
- Student Email: rdsinfo@ncresidency.org