

Helping you plan, apply, and pay for college



Residency Determination Service



What to Know for Students



We're with you every step of the way

- ✓ Residency Determination Service (RDS) is part of the 3-step process when applying to college in North Carolina
- ✓ When applying, you need to complete:
 1. RDS
 2. Admission Application(s)
 3. Free Application for Federal Student Aid (FAFSA)



Why do I have to do RDS?

- ✓ RDS impacts your tuition bill at any NC public university or community college. RDS determines whether you will have to pay in-state or out-of-state tuition.
- ✓ We determine whether you are able to be considered for state financial aid at all NC institutions
- ✓ ALL North Carolina colleges and universities are required to use your RDS classification to apply tuition and/or state aid



- ✓ RDS is an online interview - there is no paper form
- ✓ The online interview can be accessed through any of the following:
 1. Directly on the RDS Website (www.ncresidency.org)
 2. Directly on the CFNC Website (www.cfnc.org) under the Apply tab
 3. Linked from campus admission application



IMPORTANT!

POWERED BY
CFNC.org

Sign In to RDS

Use your existing CFNC username and password to sign in to RDS.

Username

Password

[FORGOT USERNAME / PASSWORD?](#)

LOGIN

- ✓ RDS uses the SAME login information as CFNC
- ✓ If you already have a CFNC account, do NOT create an additional account
- ✓ If you do not remember your login information (or are not sure if you already have an account) use the “Forgot Username/Password” functionality





What information do I need?



Because each family's situation is different, the online interview will ask different information of each student. For example, your family may not own a car. Therefore, RDS may ask then if you are registered to vote in NC. The goal of the online interview is to identify acts which demonstrate North Carolina is the true home for you and your family.

RDS recommends completing RDS with your parent(s)/legal guardian(s) and not on your own.



We're with you every step of the way

Types of information which will be requested

Student and parent SSN (or other identifier)

Student immigration information (if applicable)

Student/parent address

Length of living in North Carolina

Whether parent filed state taxes as a NC resident

Whether parent has a car registered in NC

Types of information which may be requested

Whether parent/student has a NC Driver's License

Whether parent/student is registered to vote in NC

Whether parent/student is employed in NC

Whether student attends/attended high school in NC

Whether your family receives social service benefits

Military information (if applicable)

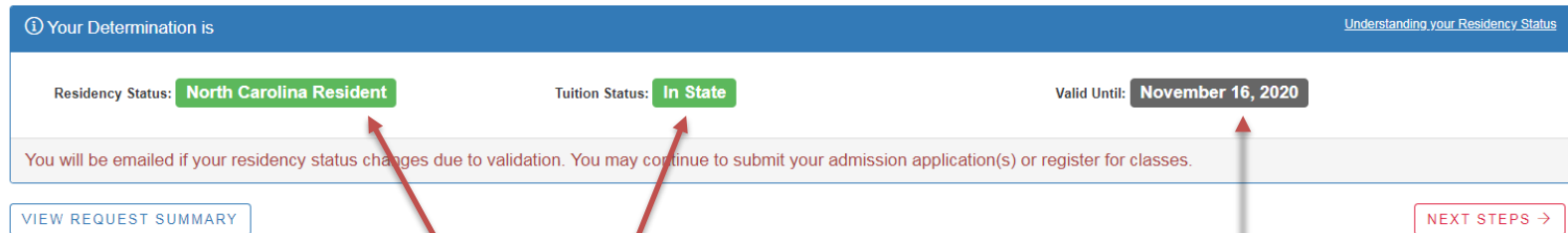


I've finished, now what?

You receive a Residency Certification Number (RCN). The number never changes and is unique to you (like a student ID or SSN) You only need to complete RDS once – just provide the RCN at each institution to which you apply

Your Residency Certification Number (RCN) is **1100222014**

[\(Click to know more about RCN\)](#)



① Your Determination is [Understanding your Residency Status](#)

Residency Status: North Carolina Resident	Tuition Status: In State	Valid Until: November 16, 2020
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You will be emailed if your residency status changes due to validation. You may continue to submit your admission application(s) or register for classes.

[VIEW REQUEST SUMMARY](#) [NEXT STEPS →](#)

You receive an immediate classification of Resident or Non-Resident

Classifications expire after 15 months. If you enroll, and remain enrolled, in a NC college you will NOT need to complete RDS again.



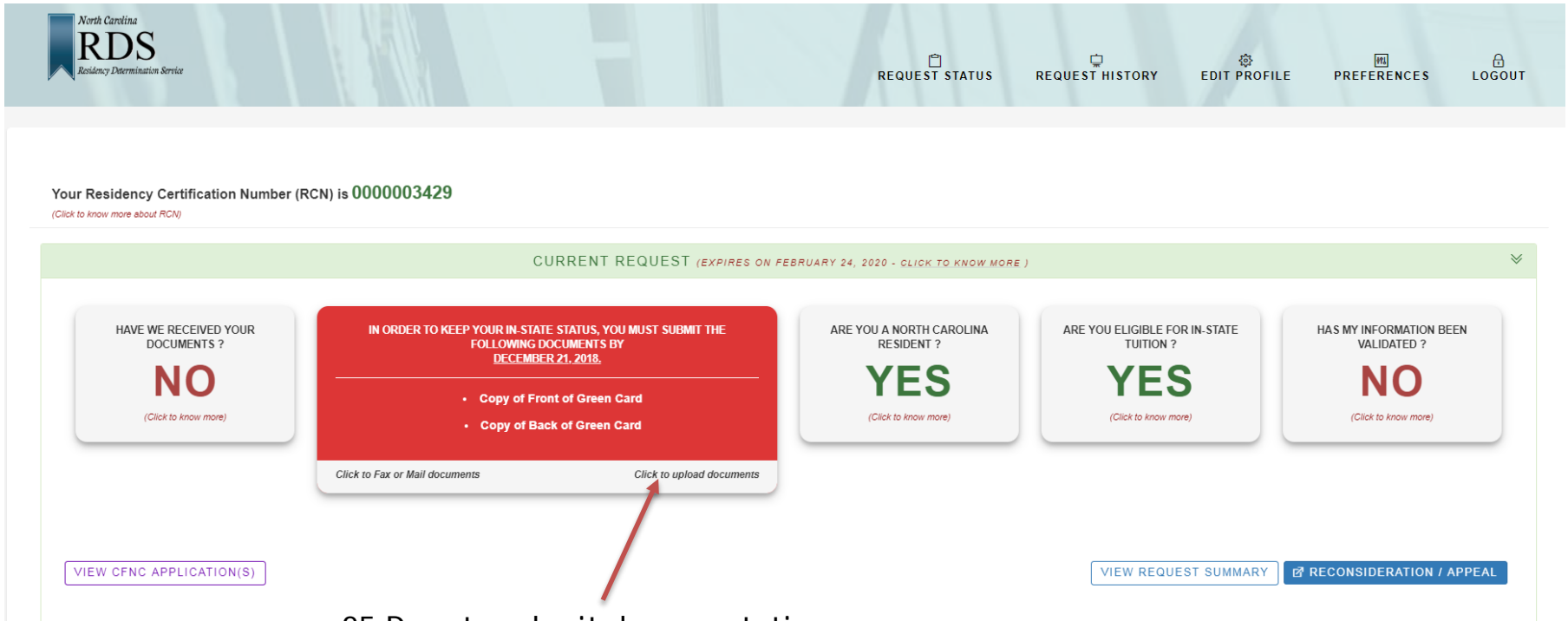
- ✓ Once complete, RDS validates the information you entered in the online.
 - For example, if you indicate your parent filed NC state taxes in the online interview, RDS confirmed this with the NC Department of Revenue.
- ✓ If we receive a “No” from the agency, your classification will switch to non-resident. You will receive an email indicating this change in status.
- ✓ You can complete a reconsideration or appeal if your classification switches to non-resident because the information you provided could not be confirmed.



- ✓ If documentation is required it will appear on your completion screen (see next slide)
- ✓ You have 25 days to submit the documentation
- ✓ If documentation is not received, your classification will switch to non-resident. You will receive an email indicating this change in status.
- ✓ You can complete a reconsideration if your classification switches to non-resident because you did not submit your documentation.



You can upload, fax, or mail your documentation. Uploading is the easiest way to submit documents. Simply take a picture of the document and upload it using the online tool.



The screenshot shows the RDS user interface. At the top left is the RDS logo. The top navigation bar includes links for REQUEST STATUS, REQUEST HISTORY, EDIT PROFILE, PREFERENCES, and LOGOUT. Below the navigation bar, the user's Residency Certification Number (RCN) is displayed as 0000003429. A green banner indicates the current request expires on February 24, 2020. The main content area features five status cards: 'HAVE WE RECEIVED YOUR DOCUMENTS?' (NO), 'IN ORDER TO KEEP YOUR IN-STATE STATUS, YOU MUST SUBMIT THE FOLLOWING DOCUMENTS BY DECEMBER 21, 2018.' (listing 'Copy of Front of Green Card' and 'Copy of Back of Green Card'), 'ARE YOU A NORTH CAROLINA RESIDENT?' (YES), 'ARE YOU ELIGIBLE FOR IN-STATE TUITION?' (YES), and 'HAS MY INFORMATION BEEN VALIDATED?' (NO). A red arrow points to the 'Click to upload documents' link in the red card. At the bottom, there are buttons for 'VIEW CFNC APPLICATION(S)', 'VIEW REQUEST SUMMARY', and 'RECONSIDERATION / APPEAL'.

25 Days to submit documentation



I do not agree with my classification - what can I do next?

The screenshot shows the RDS user interface. At the top left is the RDS logo. To the right are navigation links: REQUEST STATUS, REQUEST HISTORY, EDIT PROFILE, PREFERENCES, and LOGOUT. Below the navigation is a message: "Your Residency Certification Number (RCN) is 1100222014" with a link to "Click to know more about RCN". A green bar indicates the "CURRENT REQUEST" expires on November 16, 2020. Below this are three status boxes: "ARE YOU A NORTH CAROLINA RESIDENT?" (NO), "ARE YOU ELIGIBLE FOR IN-STATE TUITION?" (NO), and "HAS MY INFORMATION BEEN VALIDATED?" (YES). At the bottom are buttons for "VIEW CFNC APPLICATION(S)", "VIEW REQUEST SUMMARY", and "RECONSIDERATION / APPEAL". A red arrow points from the text below to the "RECONSIDERATION / APPEAL" button.

North Carolina
RDS
Residency Determination Service

REQUEST STATUS REQUEST HISTORY EDIT PROFILE PREFERENCES LOGOUT

Your Residency Certification Number (RCN) is **1100222014**
(Click to know more about RCN)

CURRENT REQUEST (EXPIRES ON NOVEMBER 16, 2020 - CLICK TO KNOW MORE)

ARE YOU A NORTH CAROLINA RESIDENT ?
NO
(Click to know more)

ARE YOU ELIGIBLE FOR IN-STATE TUITION ?
NO
(Click to know more)

HAS MY INFORMATION BEEN VALIDATED ?
YES
(Click to know more)

VIEW CFNC APPLICATION(S) VIEW REQUEST SUMMARY **RECONSIDERATION / APPEAL**

To start a Reconsideration or RDS Appeal, log back in to RDS and click the Reconsideration/Appeal button on the main screen



Complete a RDS Reconsideration if:

You did not supply correct information when asked (maybe you guessed at a number instead of waiting to look it up?)

You did not supply information when asked (maybe you answered no to a question because you guessed or didn't want to wait and ask a parent, family member, or guidance counselor for help?)

You missed the 25 day deadline to submit documentation

You missed the 10 day deadline to request an RDS Appeal

You have had a change in circumstance since completing the online interview

Complete a RDS Appeal if:

The RDS appeal is for students in special circumstances who may need to provide additional information not asked of them in the online interview or for students who prefer not to provide the information online.

Students work one-on-one with an RDS Appeals Specialist to review their request for residency.



- ✓ You will receive email and text reminders (you must opt-in to receive the texts)
- ✓ In-Progress Requests
 - Reminders will be emailed to you (and texted if you opt-in) and are sent on Day 8, Day 15, Day 24
 - If you do not complete within 25 days, you can start over with the exception of the RDS Appeal
- ✓ Documentation Deadlines
 - Reminders will be emailed to you (and texted if you opt-in) and are sent on Day 8, Day 15, Day 24
 - You can log back in at any time to submit the documentation
 - Can be uploaded, faxed, or mailed



- ✓ Make sure your information is **CORRECT** and **CURRENT** in your profile account
- ✓ Answer each question fully - do not skip a question - it will most likely result in a non-resident classification
- ✓ If you have the ability - complete the online interview with your parent. Similar to FAFSA you are going to need parent information.



- ✓ RDS is blind to where you apply or enroll; we provide you with a residency number and classification. You provide the number to the colleges where you are applying.
- ✓ We do not communicate directly with the campuses where you are applying
- ✓ You must supply your RCN to the campus in order for the campus to request the residency determination from RDS
- ✓ YOU are responsible for letting your campus know of any change in classification



RDS Resources

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

