What to Know About RDS

What is RDS?

- Residency Determination Service (RDS) is part of the 3-step process when applying to college in NC:
  1. RDS
  2. Admissions Application(s)
  3. Free Application for Federal Student Aid (FAFSA)

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Why do I have to do RDS?

- RDS determines whether you will have to pay in-state or out-of-state tuition.

- RDS determines whether you are able to be considered for state financial aid at all NC colleges

- All NC colleges are required to use your RDS classification to apply tuition and/or state aid.

How Do I Complete RDS?

RDS is an online interview – there is no paper form.

01

Directly on the RDS
Website:
www.ncresidency.org

02

Directly on the CFNC
Website
(www.cfnc.org)
under the Apply tab

03

Linked from college
admissions
application

How Do I Complete RDS?

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Sign In to RDS

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

Login 🔒

Forgot your Username or Password, click here
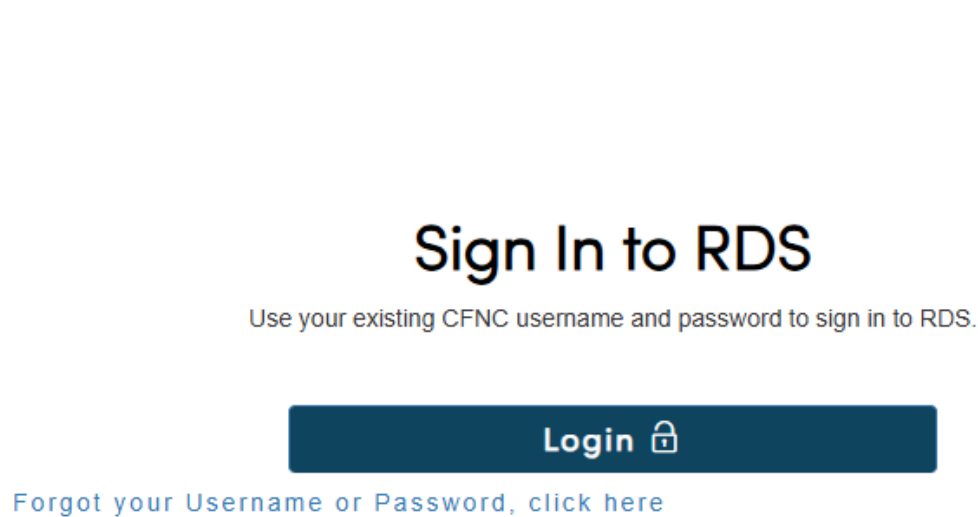
- RDS uses the SAME login information as CFNC

- If you already have a CFNC account, do NOT create an additional RDS account.

- If you do not remember your login information (or are not sure if you already have an account) use the "Forgot Username/Password" function.

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What Information Do I Need?

Because each family's situation is different, the online interview will ask different information of each student.

EX: Your family may not own a car, therefore RDS may ask if you are registered to vote in NC.

The goal of the online interview is to identify acts which demonstrate NC is the true home for you and your family.

TIP: we recommend completing the RDS process with your parent(s) or legal guardian(s) and not on your own.

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6

What Information Do I Need?

Types of information which will be requested

- Student and parent SSN (or other identifier)
- Student/parent address
- Length of time living in NC
- Whether parent filed state taxes as an NC resident
- Whether parent has a car registered in NC
- Student immigration information (if applicable)

Types of information which may be requested

- Whether student/parent has an NC Driver's license
- Whether student/parent is registered to vote in NC
- Whether student/parent is employed in NC
- Whether student attends/attended high school in NC
- Whether your family receives social service benefits
- Military information (if applicable)

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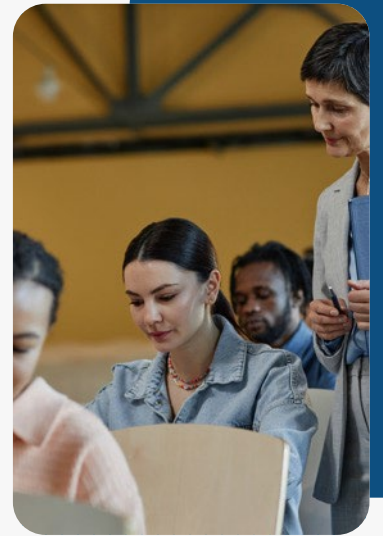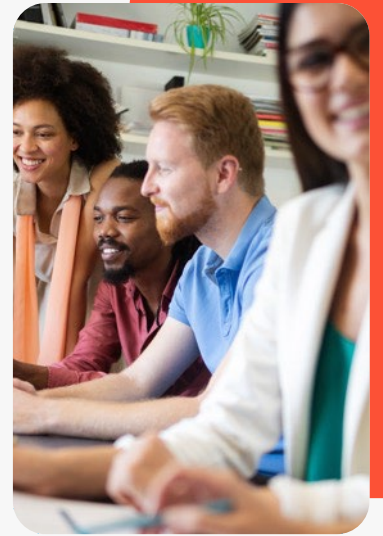
I've Finished, Now What?

- You will receive a Residency Certification Number (RCN).

  - This number never changes and is unique to you

  - You do not need to complete multiple RDS's for multiple colleges – just provide the RCN at each institution to which you apply

- You will 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.

Validation

- Once complete, RDS validates the information you entered in the online interview through various state and federal agencies.

    - EX: if you indicate your parent filed NC state taxes in the online interview, RDS validates with the NC Department of Revenue. We do not receive any additional information other than a "yes" or "no"

- If we receive a "No" from the agencies, 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.

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Documentation

- Approximately 3% of students are required to supply documentation to support their request for residency

- If documentation is required, it will appear on your completion screen

- You have 25 days to submit the documentation

- If documentation is not received within 25 days, 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.

Submitting Documentation

- You can upload, fax, or mail your documentation.

- You can NOT email your documentation.

- Uploading is the easiest way to submit documents.

  - Simply take a picture of the document and upload it using the online tool.

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11
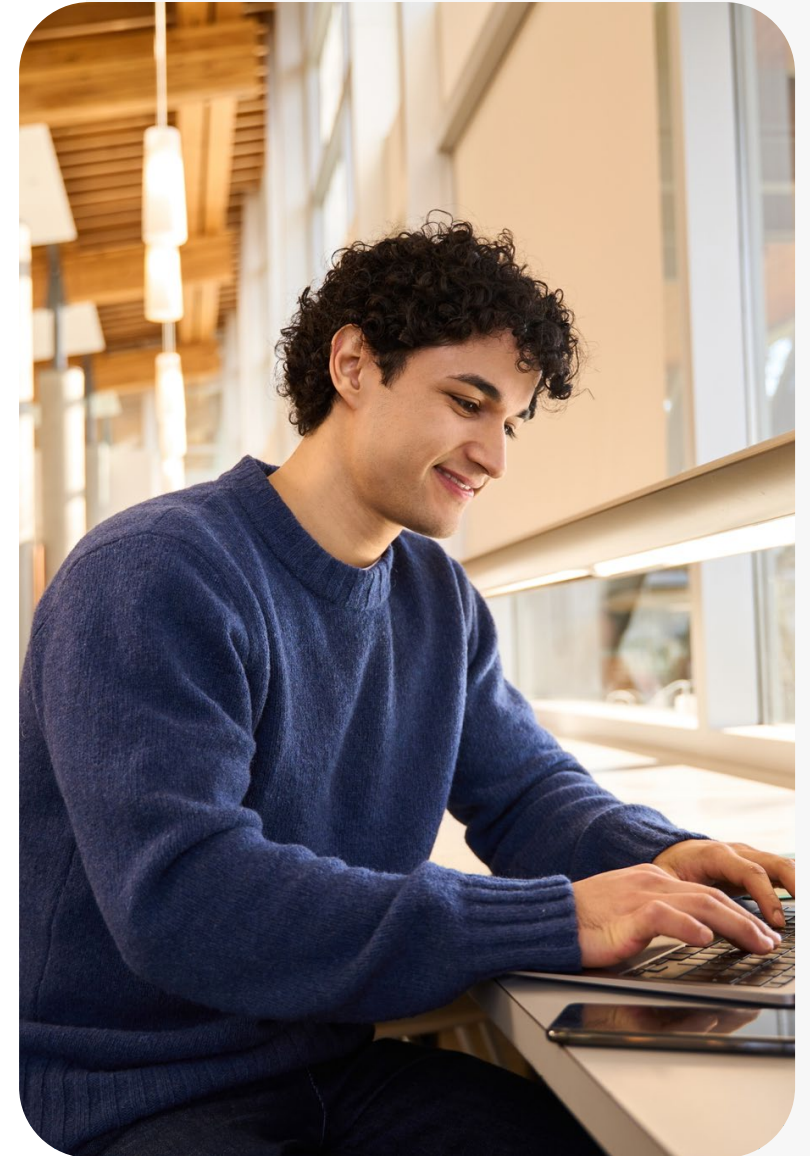
I do not agree with my classification – what can I do next?

Reconsideration or Appeal

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

Reconsideration vs RDS Appeal

Complete an RDS Reconsideration if:

- You made an error entering information when asked (maybe you guessed at a number instead of looking it up)
- You accidentally typed in a mistake (you keyed in an incorrect social or birthday)
- 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 an RDS Appeal if:

- You have a special circumstance in which you may need to provide additional information not asked of you in the online interview
- You believe your residency classification is incorrect and that your situation supports that you meet state law residency requirements.

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

Student Notifications

- 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) and are sent on Day 8, 15, and 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) and are sent on Day 8, 15, and 24

    - You can log back in at any time to submit the documentation

    - Documents can be uploaded, faxed, or mailed

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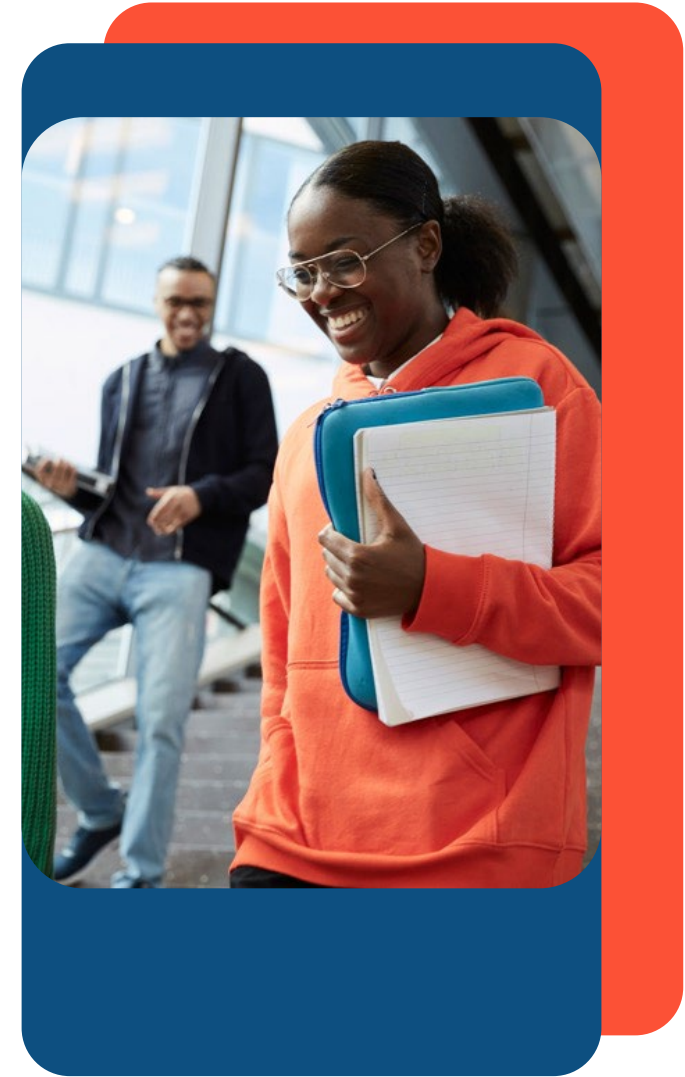
Tips for the Online Interview

- 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

- Complete the online interview with your parent or guardian when possible. Similar to FAFSA, you are going to need parent information

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15

I Typed Incorrect Information, Now What?

If you provide incorrect information to RDS (whether your profile or as part of the online interview), complete the following:

1. Update and confirm your profile information
2. Complete a Reconsideration

Additional Information

- When you receive the RCN, it is your responsibility to share it with the NC colleges to which 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.

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RDS Resources

- RDS Website – www.ncresidency.org
  - FAQ's: What to Know
  - Resource one-pagers
  - RDS Guidebook
- Student Help Line: 844.319.3640
  - 3rd party release
  - Hours: 8 AM – 8PM Monday – Thursday
    8 AM – 5 PM Friday
- Student email: rdsinfo@ncresidency.org

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Thank you!

Presented by:

North Carolina State Education
Assistance Authority

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