

The RDS Online Interview depends on Social Security Number (SSN) or other identifiable number to check NC State Agencies' data to help prove your claim of NC Residency for Tuition Purposes. If your parent/legal guardian chooses not to enter an identifying number, the RDS Online Interview determines you to be a Non-Resident. RDS wants the initial Online Interview to be easy and helpful for everyone, but realizes that some students may have a unique living situation, not captured easily through the Online Interview. In these cases, students have **the ability to request an Appeal** and to provide other information to demonstrate their residency in North Carolina.

In the RDS Appeal process, RDS specialists work one-on-one with the student (and parent(s)) for a residency determination. In this appeal, students have the ability to provide additional information, documentation, answer questions, and ask questions of RDS. This provides the students who initially receive a non-resident determination the opportunity to explain further their situation and to provide additional documentation.

1. **Student completes RDS profile (if student does not already have a CFNC account) and finishes student portion of RDS Online Interview.**
2. **In Parent section, if the parent has an ITIN instead of an Social Security Number (SSN), choose "does not have an SSN."** A screen will appear where the ITIN can be entered.

Provide the Social Security Number (SSN) or other identification number for this person. If you do not have the number now, it is suggested that you exit the interview and come back later with the information.

123-45-6789

Confirm Social Security Number (SSN)

123-45-6789

Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

Individual Taxpayer Identification Number (ITIN)

955-55-5555

3. If parent does NOT have ITIN, decline to supply an identification number.

Parent/Legal Guardian Information

View Progress

- Start
- College Enrollment
- Housing Information
- Military Involvement
- Student Information
- Parent/Legal Guardian Information
- Parent/Legal Guardian Detail**

First Parent/Legal Guardian Details

Parent/Legal Guardian Name

First* Last* Middle Name Suffix

First Name Last Name Middle Name

This field is required. This field is required.

Provide the following information.

Date of Birth*

mm / dd / yyyy

Provide the Social Security Number (SSN) or other identification number for this person. If you do not have the number now, it is suggested that you exit the interview and come back later with the information.

123-45-6789

Confirm Social Security Number (SSN)

123-45-6789

Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

Your Parent/Legal Guardian does not wish to supply an identification number

If your Parent/Legal Guardian does not provide their identification number, RDS cannot validate your Parent/Legal Guardian information and you will be classified as a non-resident. You may come back to RDS later to request a reconsideration or an appeal.

Choose do "not wish to supply...."


4. Review parent information and confirm if all information is correct.

⚠ Carefully review the following information. You cannot make changes after you confirm.

Parent/Legal Guardian Information	Second Parent/Legal Guardian Information
Name: pat kaiser Identification Number: You do not wish to supply an identification number. Date of Birth: March 22, 1975 Permanent Address: 1421 Coral Vine Ter Cary, NC 27518-9653 United States of America	Name: anne kaiser Identification Number: You do not wish to supply an identification number. Date of Birth: March 22, 1975 Permanent Address: 1421 Coral Vine Ter Cary, NC 27518-9653 United States of America

5. Student receives non-resident determination. Student has **10 days** to request RDS appeal.

Your Residency Certification Number (RCN) is **0000003274** ⓘ



① Your Determination is Understanding your Residency Status

Residency Status: **Non-Resident**
 Tuition Status: **Out of State**
 Valid Until: **November 20, 2019**

6. Select “Next Steps” to begin Reconsideration and Appeal Process

Your Residency Certification Number (RCN) is **0000003274** ?

Complete any of the following if it applies to you:

1. Finish and submit any admission applications.
 - You have **NO open admission applications** through CFNC.
2. Give your RCN to your campus.
3. Finish your FAFSA at www.fafsa.gov.
4. Submit a reconsideration or RDS appeal if you do not agree with your determination.
 - YOU HAVE 10 CALENDAR DAYS TO REQUEST AN APPEAL.
 - YOU MAY REQUEST A RECONSIDERATION AT ANY TIME.
5. Log back in at any time to review your information.

[← BACK](#) [↗ RECONSIDERATION / APPEAL](#) [EXIT ↗](#)



7. Proceed through informational screens to Reason for New Residency Request screen and select RDS Appeal

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.

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.

[X CANCEL](#) [SUBMIT >](#)



8. Review the RDS Appeal Procedures and confirm Intent to Appeal within 10 days.

RDS Appeal Process Review and Certification of Understanding

Final date to submit your Intent to RDS Appeal is October 12, 2017

You are beginning the RDS Appeals process to seek a change in your residency determination. You have until **October 12, 2017** (Ten calendar days from the date of the determination you are appealing) to submit a Notification of Intent to Appeal. In order to submit a Notification of Intent to Appeal, you are required to complete the following four steps:

1. Read an overview of the appeal process
2. Read the RDS Guidebook
3. Read the North Carolina state statutes specific to residency for tuition purposes
4. Certify you have read the required information listed above

You must submit a Notification of Intent to Appeal within 10 calendar days of the date of the determination you are appealing. Requests for appeals will not be accepted after the deadline and your determination will remain non-resident.

North Carolina is not a checklist state which means that North Carolina residency for tuition purposes is not based on performing a specific set of acts. All of the information you provided during the online interview and through your supporting documentation is taken into consideration and is used to determine whether a preponderance (or greater weight) of evidence supports the establishment of North Carolina domicile at least 12 months prior to the beginning of your request for residency.

Submit your Intent to Appeal

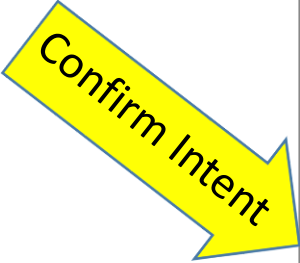
Step 1: Overview of the RDS Appeal Process

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.

Step 2: Read the RDS Guidebook
 Click this link to download and read the RDS Guidebook.

Step 3: Read the North Carolina Residency Statute
 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 October 27, 2017 or my appeal will be considered closed and my current residency determination will remain active.



9. Once notification to appeal is submitted, complete RDS Appeal Request within 25 days.

Indicate the grounds for your appeal by selecting from the options below. You must indicate at least one; you may choose more than one. You will be required to provide an explanation for each item you select.*

- RDS disregarded or made a mistake interpreting the requirements of the law or RDS Guidebook when making the decision.
- The RDS Guidebook contains no policy that specifically addresses my circumstances, so the RDS decision is unsupported by policy.
- The policies as currently stated in the RDS guidebook do not reflect the current state of law.
- The RDS decision is not supported by evidence contained in the student record.

List all high schools and/or institutions you have attended in the last five years and the dates of enrollment. If you have not attended high school or college within the last five years please enter the State in which you graduated high school.*

Were you born in NC?*

Yes
 No

When did you move to NC?*

mm / dd / yyyy

Why did you move to NC?*

If you answer YES, this section of the page remains the same. If you answer NO, a date field appears, asking you for the date that you moved to NC; and a text box appears underneath the date, asking you to enter the reason that you moved to NC.

Please provide any additional circumstances, events, or acts including employment, community service, memberships, professional, civic, religious and social organizations that demonstrates how you have made and continue to make North Carolina your permanent home.

Provide information about circumstances, events, jobs, memberships, etc. which show you/your parents are living in NC permanently.

Do you have additional information you would like to provide in support of your appeal?*

- Yes
- No

Provide any additional explanation or information to support your appeal in the section below. If you have additional documentation you would like to provide, you must identify the documentation you will provide and explain how it supports your appeal.*

Identify additional documents explanation/information and explanation to support your appeal.

If needed, would you like to participate in a 30 minute appeal review with RDS staff?*

- Yes
- No

How would you prefer to conduct your review?*

- In person at our Raleigh Office
- Phone Conferencing Call
- Video Conferencing

What time period do you prefer?*

- AFTERNOON (1PM - 4PM (Mon - Fri))
- MORNING (8AM - Noon (Mon - Fri))

Select whether or not you would be willing to participate in an appeal hearing/review. A review will only be offered if there are additional questions which need to be answered.

RDS Appeal Documentation

Documents: To expedite your request, upload documentation you believe will support your claim for residency.

Click if you want to add any additional document.

- Missing Document
- Document Selected and Pending
- Uploaded Document Successfully

No documents are required at this time.

Upload documents you feel support your claim for residency.

10. Submit your request.

11. RDS Staff will review the request and contact the student using the information provided in their profile (phone number and email).

☑ Your Initial Consideration Request is Active

Your Residency Status: **Non-Resident** ⓘ Your Tuition Status: **Out of State** Valid Until: **November 20, 2019**

[VIEW REQUEST SUMMARY](#) [VIEW HISTORICAL RECORD](#)

ⓘ Your RDS Appeal Request is Under Review

Start Date: **August 22, 2018** Submit Date: **August 22, 2018**

[VIEW REQUEST SUMMARY](#) [VIEW HISTORICAL RECORD](#)
