



North Carolina Residency Determination Service (RDS) Advisors and Counselors

A. WHY RDS: It's NC law:

QUALIFY FOR In-state TUITION at NC public colleges and universities
BE ELIGIBLE FOR NC state GRANT consideration at all NC colleges and universities

B. DO RDS FIRST:

BEFORE College Admission Applications
ON THEIR OWN If student is 24 or older
WITH A parent/legal guardian (in most cases, NC law requires RDS to ask for parent information)
OR PROVE Student is financially independent

C. STUDENTS GOES TO RDS at www.ncresidency.org

STEP 1 **LOGIN** to RDS using student's **CFNC** User Name and Password
STEP 2 **UPDATE** student's Profile (**BE ACCURATE – SSN and Date of Birth are critical**)
STEP 3 **RDS Online Interview** with parent/legal guardian (HS student needs their information)

- social security numbers (or other identifiable number)
- tax return information, vehicle registration, and driver's license
- voter registration and other information about residency in North Carolina

STEP 4 **UPLOAD** documents (RDS tells student if she needs documents – not everyone does)

D. REMEMBER:

DON'T GUESS RDS checks answers with NC State Agencies
Guessing = **NON-resident**
SUBMIT DOCS RDS shows if you need documents and which ones – not everyone does
UPLOAD or send to RDS; **NOT** done without required documents (student has 25 days)

E. RDS STATUS SCREEN – when student finishes, she sees:

STUDENT RCN Residency Certification Number (unique identifier never changes)
CLASSIFICATION "Resident" or "Non-Resident" AND "In-State" or "Out-of-State" tuition
DOCUMENTS 20% of students required to submit documents
RDS shows if you need documents and which ones – NOT everyone does
NOT done without required documents (student has 25 days)

F. STUDENT DOESN'T AGREE with her determination?

Review your status at RDS. Login at www.ncresidency.org

RECONSIDERATION to correct or enter additional information

APPEAL to provide special information – student has **10 days to request**

Some students may have special circumstances that prevent the RDS system from determining your residency status. If you believe the student should be considered a resident of North Carolina, the student may appeal the RDS determination, and the student will have the opportunity to show RDS additional documents and proof of residency in North Carolina. Call RDS toll-free: **844-319-3640**

G. NEXT – STUDENT DOES COLLEGE ADMISSION APPLICATION(S):

Go to CFNC.org APP HUB (RCN prefills on CFNC applications)

Go to college website (enter RCN when asked)