

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 or other identifier instead of an Social Security Number (SSN), choose the first option, "will need to provide a different identification number." A screen will appear where that 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 w	ill need to provide a different identification number
☐ Your Parent/Legal Guardian does not wish to supply an	identification number



3.

#### Students Whose Parents Do Not Have or Do Not Wish to **Provide a Social Security Number (SSN)**

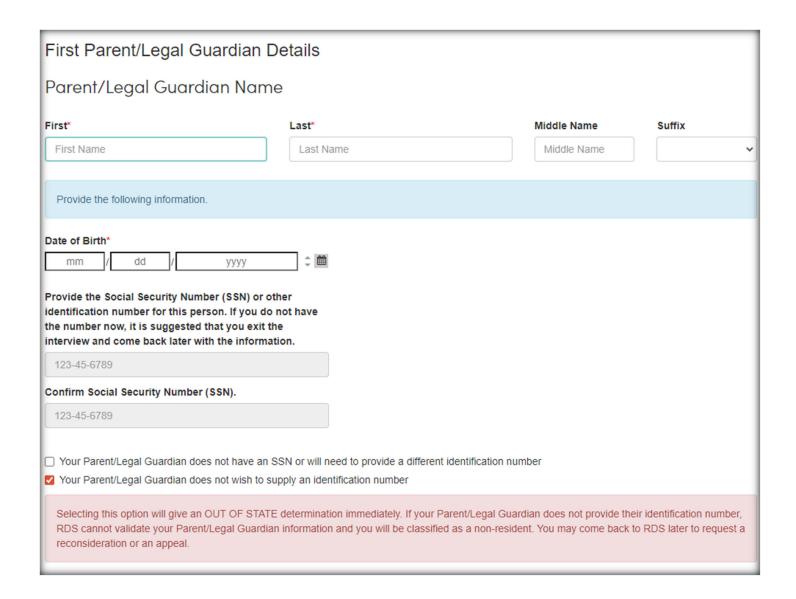
☑ Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

#### Screen to enter alternate ID number:

Individual Taxpayer Identification Number (ITIN)

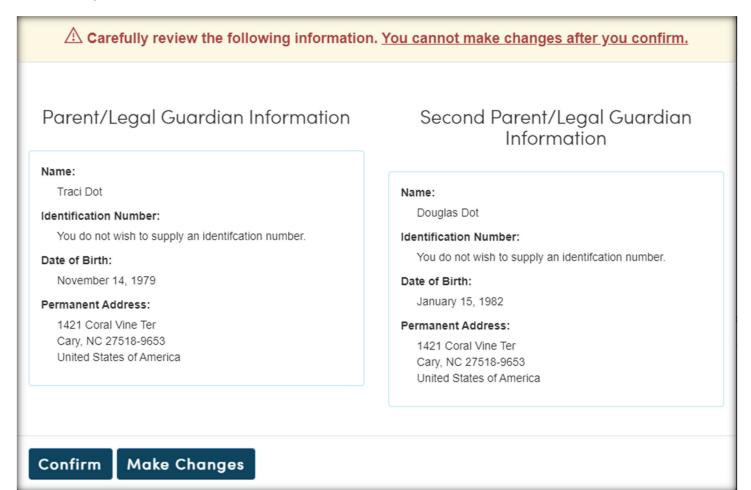
955	-55-5555
US C	rizenship and Immigration Service Number (USCIS#)
555	-555-555
Alien	Registration Number (ARN or A-number)
A	55555555
I-94 /	dmission Number
-	t does not wish to provide an SSN or alternate identification number, select the second option, "does not suppy an identification number."
	Social Security Number (SSN) or other
	on number for this person. If you do not have
	r now, it is suggested that you exit the interview back later with the information.
ana come	back later with the information.
123-45-6	789
Confirm S	ocial Security Number (SSN).
123-45-6	789
☐ Your Po	rent/Legal Guardian does not have an SSN or will need to provide a different identification number







#### 4. Confirm parent information is correct.

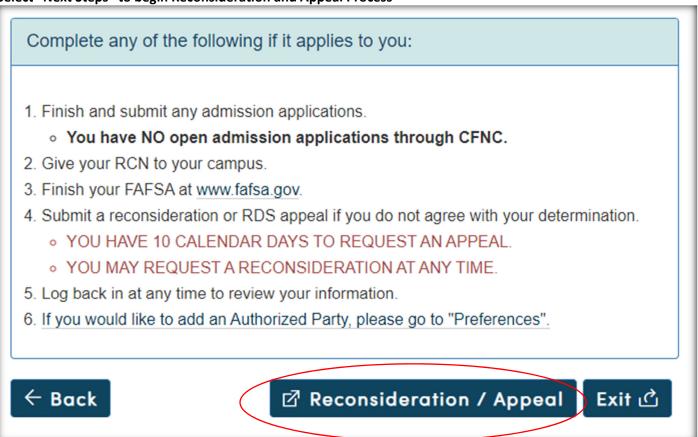




5. Student receives non-resident determination. Student has 10 days to request RDS appeal.

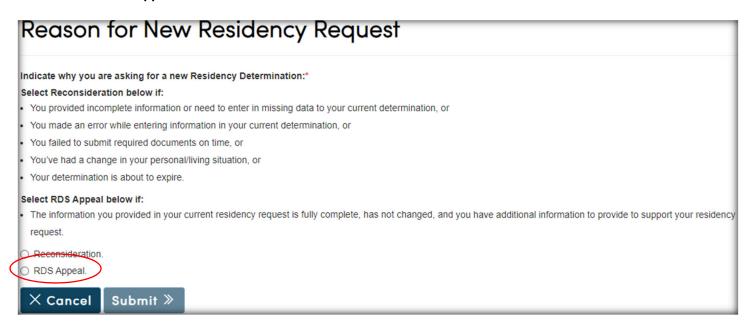


6. Select "Next Steps" to begin Reconsideration and Appeal Process

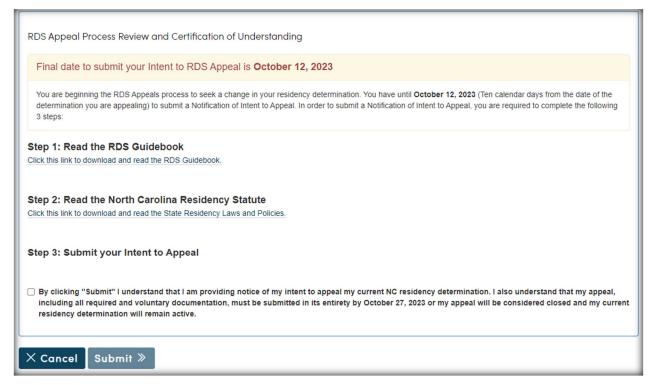




7. Proceed through informational screens and profile information to "Reason for New Residency Request" screen and select RDS Appeal



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





Once notification to a	appeal is submitted, complete RDS Appeal Request within 25 days.
Why are you requesting an RDS A	Appeal?*
_	utions (school name, city, and state) you have attended in the last five years and the dates of enrollment. If you have not attended last five years please enter the State in which you graduated high school.*
Were you born in NC	?*
○ Yes	
○ No	
	NOTE: If you answer "no" here, you will be asked what date you moved to NC.
	numstances, events, or acts including employment, community service, memberships, professional, civic, religious and social now you have made and continue to make North Carolina your permanent home.
Provide information	on about circumstances, events, jobs, memberships, etc. which show you/your parents are living in NC permanently.
Provide information	

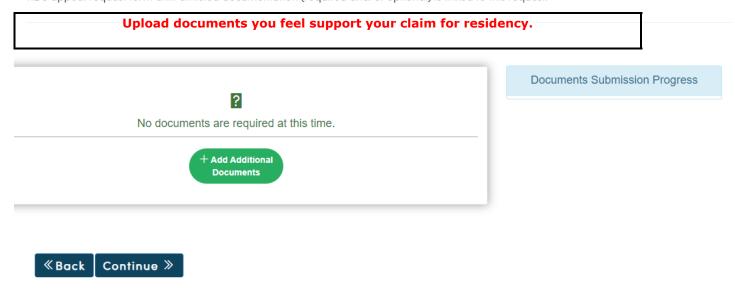


bo you have additional information you would like	e to provide in support of your appears
Yes	
○ No	
Provide any additional explanation or information must identify the documentation you will provide	n to support your appeal in the section below. If you have additional documentation you would like to provide, y and explain how it supports your appeal. *
Identify additional documer	nts 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	
O Phone Conferencing Call	
○ Video Conferencing	Select whether or not you would be willing to participate in an
What time period do you prefer?*	appeal hearing/review. A review will only be offered if there are additional questions which need to be answered.
O AFTERNOON (1PM - 4PM (Mon - Fri))	
○ MORNING (8AM - Noon (Mon - Fri))	



#### **RDS Appeal Documentation**

Documents shown below are required in order to submit your RDS appeal request. If you do not see any documents listed below then none are required. You have the option to provide additional documents you feel support the basis of your appeal. You will be unable to submit your RDS appeal request form until all listed documentation (required and/or optional) is linked to this request.



- 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).