North Carolina Residency Determination Service (RDS)

TIPS for ACCURATE Determination

- START early
- Create a NEW account, unless you have one already
- DON'T move TOO Fast
- READ instructions
- USE correct Identifiers – **Name**, **Date of Birth**, & **SSN** (for themselves and their parent / legal guardian) These MUSTBE correct
- DON'T enter **Name**, **Date of Birth**, and **SSN** differently in RDS than on your college admission application
- DON'T SKIP questions
- GIVE ACCURATE answers
- DON'T GUESS at answers
- DON'T SKIP questions
- GIVE financial information to prove INDEPENDENCE from parent / legal guardian if necessary
- PROVIDE your parent / legal guardian information (if under 24 and dependent)
- SUBMIT "required" documents
- FINISH the admission application after RDS
- COMPLETE a Reconsideration or Appeal, if needed
- ASK for help, if needed

10 Things to Know Before You Start RDS

1. WHY RDS? – It's the law in NC. Do RDS to
   a. QUALIFY FOR In-state TUITION at NC public colleges and universities
   b. BE ELIGIBLE FOR NC state GRANT consideration at all NC colleges and universities
2. DO RDS FIRST – Before you do your College Admission Applications
   www.NCresidency.org
   a. NC Community Colleges - require your RCN before you can submit an admission application
   b. University of North Carolina - campuses ask for your RCN as part of their admission process
   c. NC Independent Colleges and Universities - check your residency before considering you for an NC State Grant
3. WHAT INFO WILL YOU NEED FOR RDS
   a. Younger than 24 - Information from your **parent/legal guardian** (in most cases):
      i. Social Security Number SSN (or other identifiable number)
      ii. NC tax return filing information
      iii. NC vehicle registration and NC driver's license
      iv. NC voter registration
      v. other information about residency in North Carolina
   b. 24 or older - Information about **yourself**:
      i. Social Security Number SSN (or other identifiable number)
      ii. NC tax return filing information
      iii. NC vehicle registration and NC driver's license
      iv. NC voter registration
      v. other information about residency in North Carolina
   c. <24 on your own - Information to **PROVE** you are financially independent from your parent/legal guardian
      i. W2s, 1099s or paystubs to prove your income for the last 18 months
      ii. Proof of address in NC and living continuously in NC the last 12 months
      iii. Other information about residency in North Carolina
4. DACA Students are not eligible for NC Residency for Tuition Purposes: When asked in RDS Online Interview, do NOT claim residency. You will receive an RCN, be determined a nonresident and can complete college admission applications (using your RCN).
5. US Citizen with Undocumented Parent(s) can request an Appeal: 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 have a more unique living situation than the Online Interview can easily capture. In these cases, students have the ability to request an Appeal.

In the RDS Appeal process, RDS specialists work one-on-one with the students 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 to further explain their situation.

6. REMEMBER:
    a. WON'T TAKE LONG: The RDS Online Interview (on average) only takes about 10 minutes (some may take longer)
    b. USE CFNC LOGIN: RDS uses your CFNC login. Don't have one? Create a new RDS account and login.
    c. BE ACCURATE: Mistakes cause BIG problems FINISH RDS Online Interview cancelled, if NOT complete in 25 days
    d. DON'T GUESS: Guessing = NON-resident; RDS checks your answers with NC State Agencies
    e. SUBMIT DOCS: RDS shows if you need documents and which ones – not everyone does
        i. UPLOAD or fax to RDS
        ii. NOT done if you do not submit required documents (you have 25 days)
7. WHEN YOU ARE DONE:
    a. YOUR RCN: NOTE AND KEEP YOUR RCN --Residency Certification Number (unique identifier never changes)
    b. CLASSIFICATION: "Resident" or "Non-Resident" AND "In-State" or "Out-of-State" tuition
    c. VALIDATION: RDS checks your answers with NC State Agencies
        i. Your Status is PENDING until RDS validates your answers and documentation (if any)
        ii. If RDS cannot validate what you answer in the Online Interview:
            1. Your Residency Status becomes "NON-RESIDENT"
            2. You can do RECONSIDERATION to try again
            3. You can Request APPEAL to provide additional information
    d. DOCUMENTS: 20% of students required to submit some document(s) RDS shows if you need documents and which ones – NOT everyone does NOT done if you do not submit required documents (you have 25 days)
8. DON'T AGREE with your determination? RDS wants the initial Online Interview to be easy and helpful for everyone. RDS provides Reconsideration so that students can make corrections or inform RDS of changes in life situation. RDS also realizes that some students have a more unique living situation than the RDS Online Interview can easily capture. In these cases, students have the ability to request an Appeal.
    a. Review your status at RDS. Login at www.NCresidency.org
    b. RECONSIDERATION to correct or enter additional information
    c. APPEAL to provide special information --you have 10 days to request
    d. Call RDS toll-free: 844-319-3640
9. FINISH YOUR COLLEGE ADMISSION APPLICATION(S):
    a. Go to CFNC.org APP HUB (RCN prefills on CFNC applications)

b. Go to college website (enter RCN when asked)
10. WORST MISTAKES YOU CAN MAKE ARE:
   a. Creating a NEW account in RDS, if you already have a CFNC or RDS account
   b. Moving Too Fast
   c. Incorrect identifiers – Name, Date of Birth, and SSN (for you and your parent / legal guardian) MUST BE correct
   d. Entering Name, Date of Birth, and SSN differently than on your college admission application
   e. SKIPPING questions, NOT answering questions or giving INACCURATE Answers to questions
   f. NOT providing your parent / legal guardian information if required (if you are under 24)
   g. NOT giving financial information when trying to prove you are INDEPENDENT of parent / legal guardian