



## North Carolina Residency Determination Service (RDS) REQUIRED FOR ALL NC IN-STATE STUDENTS

### A. Students DO RDS FIRST:

*BEFORE* College Admission Applications

*INDEPENDENT* if 24 or older (OR student **MUST PROVE** no financial dependence on parents)

*WITH* parents if under 24 (RDS **MUST** have parent(s)' information)

*FAFSA* at the same time --- much of the information is the same

### B. Students GO TO: RDS at [www.ncresidency.org](http://www.ncresidency.org)

STEP 1) Login to RDS using your CFNC User Name and Password (To reset your password, email your school counselor)

STEP 2) Update student Profile (**BE ACCURATE – SSN and Date of Birth are critical**)

STEP 3) Do RDS Online Interview (student information and/or parent(s)' information

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

STEP 4) Upload documents that RDS requires (RDS tells you if you need documents)

### C. Students MUST REMEMBER:

BE ACCURATE mistakes cause BIG problems in RDS and at the college(s)

FINISH finish the RDS Interview OR request is cancelled and student starts over

DON'T GUESS RDS checks answers with other NC State Agencies

Guess/make-up answers = **non-resident** status

SUBMIT DOCS Student has 25 days. Student is NOT done until RDS has required documents

### D. RDS Determination Screen – when students finish, they see:

RCN Student's Residency Certification Number (unique identifier that never changes)

CLASSIFICATION Student's is "Resident or Non-resident" AND "In-State or Out-of-state Tuition"

DOCUMENTS Most students will not need documents

RDS tells student if RDS needs documents and which ones

Student UPLOADS or sends to RDS

Student has 25 days. Student is NOT done until RDS has required documents

### E. Student DOES NOT AGREE with RDS determination? Student can:

Log in to RDS to review status, residency classification, and check for required documents

Correct or enter additional information in a RECONSIDERATION

Have 10 days to request an APPEAL (provide special information to prove NC residency)

Call RDS toll-free: 844-319-3640

### F. Student then does COLLEGE ADMISSION APPLICATION(S):

Student goes to CFNC.org APP HUB or goes to college websites for application

Student RCN prefills on CFNC applications

Student enters RCN when asked on other applications