North Carolina Residency Determination Service (RDS)
<u>Advisors and Counselors</u>

A. <u>**WHY RDS:**</u> **It's NC law:**
QUALIFY FOR   In-state TUITION at NC public colleges and universities
BE ELIGIBLE FOR   NC state GRANT consideration at <u>all</u> NC colleges and universities

B. <u>**DO RDS FIRST:**</u>
BEFORE   College Admission Applications
ON THEIR OWN   If student is 24 or older
WITH   A parent/legal guardian (in most cases)
OR PROVE   Student is financially independent

C. <u>**STUDENTS GOES TO RDS at**</u> 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. <u>**REMEMBER:**</u>
BE ACCURATE   Mistakes cause BIG problems
FINISH   <u>RDS Online Interview</u> cancelled, if NOT complete in 25 days
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. <u>**RDS STATUS SCREEN – when student finishes, she sees:**</u>
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. <u>**STUDENT DOESN'T AGREE with her determination?**</u>
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**
Call RDS toll-free: **844-319-3640**

G. <u>**NEXT – STUDENT DOES COLLEGE ADMISSION APPLICATION(S):**</u>
Go to CFNC.org APP HUB (RCN prefills on CFNC applications)
Go to college website (enter RCN when asked)