

Residency Determination Service



Find Your Place in Our State



CFNC and RDS – ONE and DONE

- ✓ Students do “one” residency determination
- ✓ RDS and applying for admission via CFNC is seamless
- ✓ RCN automatically prefills in new CFNC application, if student has already completed RDS
- ✓ RDS informs state Grant system
- ✓ Students not using CFNC have a simple link to RDS on the college admission application





RDS Online Interview – Student Experience



FAFSA - Complete the FAFSA (*Free Application for Federal Student Aid*) to determine your eligibility for federal and state financial aid.

RDS - Use RDS (*Residency Determination System*) to receive an RCN (*Residency Certification Number*) to determine your eligibility for in-state tuition and state grant

	 FAFSA <small>U.S. DEPARTMENT OF EDUCATION FEDERAL STUDENT AID</small>	 RDS <small>Residency Determination Service</small>
What?	Possible eligibility for federal and state financial aid for college	Possible eligibility for in-state tuition and state grants
Where?	fafsa.gov	ncresidency.org
First Step?	Get FSA ID (<i>Federal Student Aid Identification</i>) – student and parent/legal guardian	Complete RDS online
When?	FSA ID before Oct. 1; FAFSA as soon as possible after Oct. 1	Ideally before student applies to NC colleges and universities
	INFORMATION REQUIRED	INFORMATION REQUIRED
Student's Personal Identifying Information (SSN, ARN, USCIS or TIN)*	YES	YES
Parent's Personal Identifying Information (SSN, ARN, USCIS or TIN)*	YES	YES
Student-filed Federal Taxes	YES	YES
Parent/Legal Guardian-filed Federal Taxes	YES	YES
Student-filed State Taxes	NO	YES
Parent/Legal Guardian-filed State Taxes	NO	YES
Address of Permanent Residence	YES, for state grant eligibility	YES, for in-state tuition and state grant eligibility
Driver's License or Vehicle Information (if available)	YES	YES
Military Information (if applicable)	YES	YES
US Citizenship and Immigration Services (USCIS) Documentation (if applicable)	NO	YES
What to Save After Completing Form?	FSA ID - Keep it safe.	RCN - (<i>Residency Certification Number</i>) Keep it safe.
Apply Again?	YES. Use FSA ID to complete the FAFSA each year in college.	NO. RCN never changes, but you may need to reapply if you transfer to a different institution.

RDS online interview handles most student situations:

- ✓ Active duty military – individual, spouse & dependents
- ✓ Veterans
- ✓ Non-US citizens
- ✓ Married parents
- ✓ Split families
- ✓ Independent students
- ✓ Married students
- ✓ Students experiencing Homelessness
- ✓ 5 year rule

Are you a drilling member of the North Carolina National Guard?*

Yes
 No

Are you, your spouse, or your parent(s) or legal guardian(s) currently serving in, discharged from, or retired from the following?*

- US Navy
- US Army
- US Marine Corps
- US Air Force
- US Coast Guard
- National Guard
- Public Health Service (Veteran Only)
- NOAA Uniformed Service (Veteran Only)

Yes
 No

Indicate the person affiliated with the military: *

Self
 Spouse
 Parent(s)/Legal Guardian
 Other Family

Are you married? *

Yes
 No

Marriage Date*

07 | 16 | 2016

Are one or both of your parents living? *

Yes
 No

Do your parents provide 50% or more of your total cost of living? (Total cost of living means the cost of your food, clothing, shelter, transportation, school or college tuition, and other incidental costs of living added together). *

Yes
 No

DACA, Undocumented Parents, and Homeless Students

- ✓ DACA student is not NC Resident for tuition purposes
 - In RDS Online Interview, when asked “Do you claim to be a NC Resident?” – Answer “NO”. RDS assigns student an RCN and student can complete college admission applications
- ✓ Residency for dependent student is based on parent(s) information. If parent(s) does not have ID #:
 - Student is determined Non-resident and may Appeal in RDS:
 - RDS specialists work one-on-one with student for determination
- ✓ If a student is experiencing homelessness, RDS alerts student that determination is “Under Review”
 - RDS reaches out to student by end of next business day
 - RDS helps student to document & validate residency

 View Progress

Start

College Enrollment

Housing Information

Housing Information

Is the residence at 123 Test Ave Raleigh NC 27608 USA one of the following:*

- Rented or owned by you or someone in your immediate family
- Government provided housing for you or a member of your immediate family

- Yes
 No

Do any of the following housing situations apply to you, your parent(s), or legal guardian?*

- living in doubled-up housing with other families or friends due to hardship
- living in a runaway or homeless youth shelter
- living in another type of shelter, including a domestic violence shelter
- living in a hotel or motel
- living in transitional housing or transitional shelter
- living in a car, abandoned building, park, on the street, or in another public space
- living in a campground or inadequate trailer home
- abandoned in a hospital

- Yes
 No

CONTINUE »



Students Experiencing Homelessness

- Student continues in interview about residential acts (voting, employment, taxes, car registration, high school, etc.) Not everyone is asked ALL the questions
- If student has enough residential acts – student receives a resident classification; no more information is needed
- If student does not have enough residential acts – student sees screen (below) notifying them that RDS will contact them within 2 business days to assist them
- RDS team will work with student one-on-one to complete RDS process. No need to complete Reconsideration or Appeal

Your Residency Certification Number (RCN) is **1100181597** ?

Student Name: Shannon Test
Email: sbtest201@yahoo.com

[UPDATE CONTACT INFORMATION](#)

i Your Initial Consideration Request is **Under Review (Pending Validation)**

Complete the following next steps:

1. Make sure your contact information above is correct. RDS may contact you using the email address and phone number within the next **Two Business Days**.
 2. **Save your RCN; it is unique to you and will never change. North Carolina colleges and universities may ask you to provide your RCN when you apply for admission or NC Grant Aid.**
- You may view a summary of your request by clicking the button below.
 - You may log back in to RDS at any time to view your residency status page and review your Options.

[VIEW REQUEST SUMMARY](#)

[EXIT](#) ↗

Reminder

You have NO open admission applications through CFNC.

REMEMBER:

- Complete your admission applications
- Want financial aid? -- complete your FAFSA at www.fafsa.gov



Students Experiencing Homelessness

- If student does not identify with McKinney Vento in the RDS interview as indicated above:
 - RDS does not flag student as experiencing homelessness and/or needing help
 - RDS asks student the standard interview questions and the student receives a resident or non-resident determination
- It is likely that students who are experiencing homelessness will have trouble providing residency acts, many may receive a non-resident determination
- Student can immediately Appeal, and RDS works with student one-on-one in Appeal to complete residency determination

RDS BASICS

✓ WHY RDS?

➤ NC LAW REQUIRES RDS TO:

- **QUALIFY** for In-state TUITION at public colleges & universities
- **BE ELIGIBLE** for NC state GRANT consideration

✓ WHEN SHOULD I DO RDS?

➤ DO RDS FIRST – Before College Admission Applications

- **NC Community Colleges** -- require your RCN to submit an admission application
- **University of North Carolina** -- campuses ask for your RCN as part of their admission process
- **NC Independent Colleges and Universities** -- check your residency for NC State Grant eligibility

RDS BASICS

1. LOGIN to RDS use your CFNC User Name and Password
2. UPDATE your Profile (BE ACCURATE – SSN and Date of Birth are critical)
3. RDS Online Interview: HS student needs parent/legal guardian information
 - social security numbers (or other identifiable number)
 - tax return information
 - vehicle registration
 - driver's license
 - voter registration
 - other information about residency in NC
4. UPLOAD documents (RDS tells student if she needs documents – not everyone does)

RDS BASICS

✓ REMEMBER:

- **BE ACCURATE** Mistakes cause BIG problems for RDS and College
- **FINISH** Finish RDS OR request cancelled and start over
- **DON'T GUESS** RDS checks answers with NC State Agencies
Guess/make up answers = ***non-resident*** status
- **SUBMIT DOCS** You have 25 days & are NOT done until RDS has documents

✓ RDS Determination Screen – when you finish, you see:

- **RCN** Residency Certification Number
- **CLASSIFICATION** Resident or Non-resident AND In-State or Out-of-state Tuition
- **DOCUMENTS** Most students do not need documents
RDS tells if you need documents and which ones
UPLOAD or send to RDS

RDS BASICS

✓ **COLLEGE ADMISSION APPLICATION(S):**

- Go to CFNC.org APP HUB
- Go to college website
- Your RCN prefills on CFNC applications
- Enter your RCN when asked on other applications

✓ **DON'T AGREE with your determination?**

- Login to RDS -- review status, residency classification, & check for required documents
- **RECONSIDERATION** -- Correct or enter additional information
- **APPEAL** -- Provide special information to prove NC residency)
10 days to request
- Call RDS toll-free: 844-319-3640



Reconsideration

- ✓ **Allows student to change info about himself, parents/legal guardians, and/or spouse**
- ✓ **Complete this step if student:**
 - Had incomplete information or missing data
 - Failed to submit required documents on time
 - Made an error while entering information
 - Has had a change in personal/living situation



Appeal

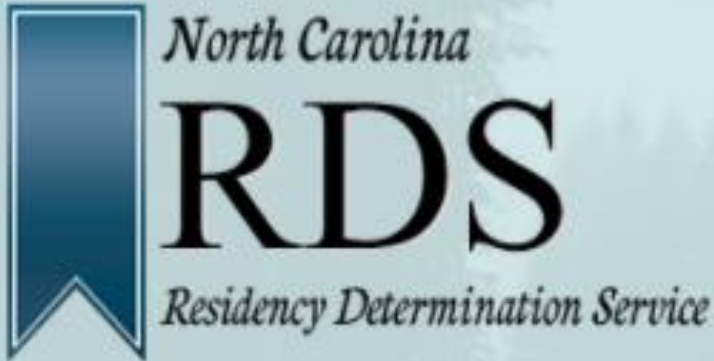
- ✓ **RDS Appeal process is for students who have ability or need to provide additional information and documentation to their claim of residency.**
- ✓ **SEAA Statewide Appeal Committee reviews student cases to ensure process is conducted fairly and correctly, and that outcome is correct based on information provided.**

The RDS Online Interview



Student Experience





What To Know



FAQs

News

Contact

Residency Determination Service


COMPLETE RESIDENCY DETERMINATION

CHECK YOUR STATUS



RDS Account Creation and Logon Page



 Request Status  Account



Sign In to RDS

[FORGOT USERNAME / PASSWORD?](#)

[LOGIN](#)

First Time Here?

In order for a student to receive the benefits of in-state tuition and state financial aid, a residency determination is required from RDS. By creating a new account, you are creating a [CFNC.org](#) account. There is no separate account creation for RDS. Should you come back to RDS, simply use your CFNC account to login.

When you create your account, you can:

- Request your residency determination or review status any time
- Find tools and resources appropriate to your grade or stage of life
- Store your work, applications, account and other information to pick up or review any time
- Keep a lifelong portfolio to help with future career transitions; and
- Get suggestions based on previous web activity


Creating an account is easy. [Get Started by Clicking Below](#)


[CREATE ACCOUNT](#)

RDS uses CFNC Username and Password; student can create a new account.
If student has CFNC Username and Password, simply login

First Question in RDS



 Request Status

 Account

 View Progress

Start

North Carolina Residency Determination

Do you claim to be a North Carolina resident?*



- If you are an Active Duty Military member, spouse, dependent, or qualifying relative planning to use the Military Tuition Benefit, click yes.
- By North Carolina policy Deferred Action Childhood Arrival (DACA) recipients do not qualify for in-state tuition. If you are a DACA recipient, click no.

Yes

No

CONTINUE »

* Required field. You cannot continue until all required fields are completed.

RDS Online Interview – Student Experience



Determination Screen IF Documents are Needed



Your Initial Consideration Request has Pending Documents which are DUE by August 23, 2017

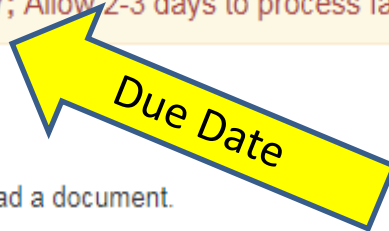
Complete the following next steps:

1. Submit the required documents listed in the table below. If you do not submit this documentation before **August 23, 2017** your determination will be changed to non-resident and you will be charged out-of-state tuition.
2. Save your RCN; it is unique to you and will never change. North Carolina colleges and universities may ask you to provide your RCN when you apply for admission or NC Grant Aid.

Required Documents - Due August 23, 2017; Allow 2-3 days to process faxes, 7-10 days to receive and process mail

Tips to Upload Documents

- Select File and click on  to upload a document.
- Click  if all the documents are uploaded and finalized. Once clicked you cannot make any further changes to the document.



Document Name

For

Required

Status

Select File

Leave and Earning Statement

pat kaiser

Yes

Missing

Choose File No ...en






RDS Online Interview – Student Experience



Determination Screen – No Documents Needed

Your Residency Certification Number (RCN) is **1100140532** 



Student Name: katie margaret kaiser
Email: krk543@gmail.com

[UPDATE CONTACT INFORMATION](#)

Your Initial Consideration Request is **Active**

Your Residency Status: **Non-Resident**

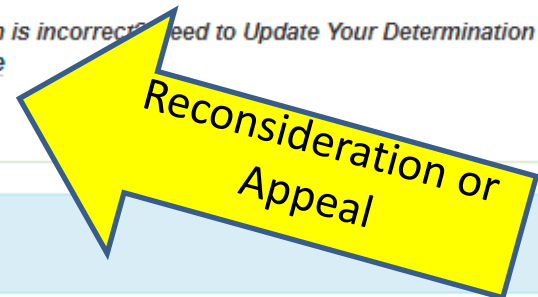
Your Tuition Status: **Out of State**

Valid Until: **May 11, 2018**



[VIEW REQUEST SUMMARY](#)

Think your determination is incorrect? [Click Here](#) to Update Your Determination for your campus?



Reminder

You have no in-progress admission applications through CFNC. If you have any in-progress admission applications that you did not begin through CFNC, do not forget to complete and submit them. If you are seeking financial aid or a North Carolina state grant, fill out the FAFSA application by visiting www.fafsa.gov.

The status page will note if the student has an open/un-submitted CFNC admission application.



Online Application – Community College

➤ Application may be submitted only with RCN



Alamance Community College Undergraduate Application

Enrollment Information

Logout

2016-2017 APPLICATION ✓

Name and Address

Personal Information

Enrollment Information

Educational Information

Student Statement

Submit Application

Enrollment Term

Enrollment term: *

Click here

Entrance status: *

Freshman

Are you a returning student?

Click here

Show Entrance status information

What is your Residency Certification Number (RCN)? *

1100120420

Show RCN information

Enrollment Details





Assistance

- RDS Web site – www.ncresidency.org
 - ✓ FAQs: What to Know
 - ✓ Contacts: 844.319.3640 or
 - ✓ rdsinfo@ncresidency.org
- CFNC Call Center will assist with technical help during the RDS interview process
 - ✓ 866-866-CFNC (2362) (toll-free)
 - ✓ 8:00 a.m. - 8:00 p.m. (ET) Monday - Thursday
 - 8:00 a.m. - 5:00 p.m. (ET) Friday



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