

Helping you plan, apply, and pay for college



Residency Determination Service



What to Know for Parents



We're with you every step of the way

What and Who is RDS?

- ✓ RDS is short for the Residency Determination Service
- ✓ RDS is a centralized service for determining residency for the purposes of in-state tuition and State-funded financial aid
- ✓ It is operated by College Foundation on behalf of the State Education Assistance Authority (SEAA)



Why do I have to do RDS?

- ✓ RDS impacts your student's tuition bill at any NC public university or community college. RDS determines whether your student will have to pay in-state or out-of-state tuition.
- ✓ RDS determines whether you are able to be considered for state financial aid at all NC institutions
- ✓ ALL North Carolina colleges and universities are required to use the RDS classification to apply tuition and/or state aid



What and Who is RDS?

- ✓ RDS is part of the 3-step process when applying to college in North Carolina
- ✓ When applying, students need to complete:
 1. RDS
 2. Admission Application(s)
 3. Free Application for Federal Student Aid (FAFSA)



- ✓ Students complete a standardized online interview; there is no paper form.
- ✓ The online interview can be accessed through any of the following:
 1. Directly on the RDS Website (www.ncresidency.org)
 2. Directly on the CFNC Website (www.cfnc.org) under the Apply tab
 3. Linked from campus admission application



IMPORTANT!

POWERED BY
CFNC.org

Sign In to RDS

Use your existing CFNC username and password to sign in to RDS.

Username

Password

[FORGOT USERNAME / PASSWORD?](#)

LOGIN

- ✓ RDS uses the SAME login information as CFNC
- ✓ If your student already has a CFNC account, you do NOT need to create an additional account
- ✓ If you are unsure if you already have an account, use the “Forgot Username/Password” functionality



- ✓ Once logged in to RDS, your student completes the online interview
- ✓ Similar to Turbo Tax - depending on how a question is answered the next question is presented
- ✓ It is suggested that you and your student complete the online interview together - parent information is asked for in the online interview



What information do I need?

Because each family's situation is different, the online interview will ask different information of each student. For example, your family may not own a car. Therefore, RDS may ask if you are registered to vote in NC. The goal of the online interview is to identify residency acts which demonstrate North Carolina is your true home and domicile.



Types of information which will be requested

Student and parent SSN (or other identifier)

Student immigration information (if applicable)

Student/parent address

Length of living in North Carolina

Whether parent filed state taxes as a NC resident

Whether parent has a car registered in NC

Types of information which may be requested

Whether parent/student has a NC Driver's License

Whether parent/student is registered to vote in NC

Whether parent/student is employed in NC

Whether student attends/attended high school in NC

Whether your family receives social service benefits

Military information (if applicable)

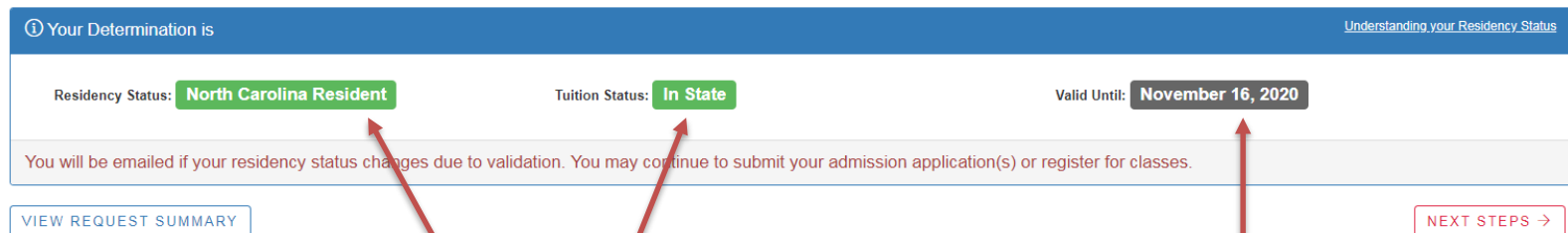


We've Finished, now what?

Your student receives a Residency Certification Number (RCN). The number never changes and is unique to your student (like a student ID or SSN). Your student only needs to complete RDS once - just provide the RCN at each institution to which your student applies.

Your Residency Certification Number (RCN) is **1100222014**

(Click to know more about RCN)



① Your Determination is Understanding your Residency Status

Residency Status: **North Carolina Resident** Tuition Status: **In State** Valid Until: **November 16, 2020**

You will be emailed if your residency status changes due to validation. You may continue to submit your admission application(s) or register for classes.

[VIEW REQUEST SUMMARY](#) [NEXT STEPS ->](#)

You receive an immediate classification of Resident or Non-Resident

Classifications expire after 15 months. If you enroll, and remain enrolled, in a NC college you will NOT need to complete RDS again.



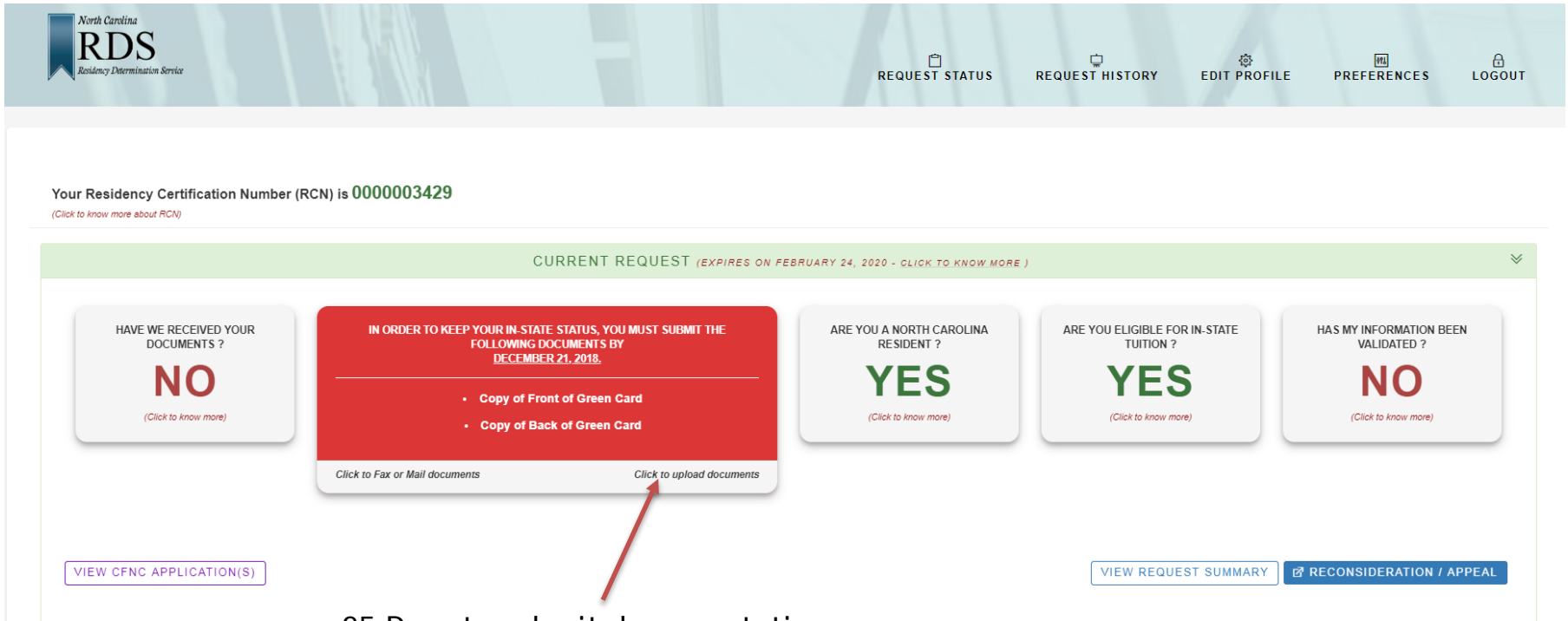
- ✓ Once complete, RDS validates the information your student entered in the online interview through various state and federal agencies.
- ✓ All of the information you enter is not shared; RDS receives a “Yes” or a “No” back for validation
 - For example, if your student indicates you filed NC state taxes in the online interview, RDS validates with the NC Department of Revenue by asking if you filed taxes as a resident. We do not receive any additional information other than a “Yes” or a “No”
- ✓ If we receive a “No” from the agency, the classification will switch to non-resident and your student will receive an email indicating this change in status.
- ✓ Your student can complete a reconsideration or appeal if the classification switches to non-resident because the information provided could not be confirmed.



- ✓ Approximately 12% of students are required to supply documentation to support their request for residency
- ✓ If documentation is required it will appear on their completion screen (see next slide)
- ✓ **Students have 25 days to submit the documentation**
- ✓ If documentation is not received, their classification switches to non-resident and they will receive an email indicating this change in status.
- ✓ Your student can complete a reconsideration if their classification switches to non-resident because they did not submit documentation.



You can upload, fax, or mail your documentation. Uploading is the easiest way to submit documents. Simply take a picture of the document and upload it using the online tool.



The screenshot shows the RDS user interface. At the top left is the RDS logo. The top navigation bar includes links for REQUEST STATUS, REQUEST HISTORY, EDIT PROFILE, PREFERENCES, and LOGOUT. Below the navigation bar, the user's Residency Certification Number (RCN) is displayed as 0000003429. A green banner indicates the current request expires on February 24, 2020. The main content area features five status cards: 'HAVE WE RECEIVED YOUR DOCUMENTS?' (NO), 'IN ORDER TO KEEP YOUR IN-STATE STATUS, YOU MUST SUBMIT THE FOLLOWING DOCUMENTS BY DECEMBER 21, 2018.' (YES), 'ARE YOU A NORTH CAROLINA RESIDENT?' (YES), 'ARE YOU ELIGIBLE FOR IN-STATE TUITION?' (YES), and 'HAS MY INFORMATION BEEN VALIDATED?' (NO). A red arrow points to the 'Click to upload documents' link in the central red card. At the bottom, there are buttons for 'VIEW CFNC APPLICATION(S)', 'VIEW REQUEST SUMMARY', and 'RECONSIDERATION / APPEAL'.

25 Days to submit documentation



I do not agree with the classification - what can we do next?

The screenshot shows the RDS user interface. At the top left is the RDS logo. On the right, there are navigation links: REQUEST STATUS, REQUEST HISTORY, EDIT PROFILE, PREFERENCES, and LOGOUT. Below the navigation is a section for the user's Residency Certification Number (RCN), which is 1100222014. A green bar indicates the current request expires on November 16, 2020. Three status cards are displayed: 'ARE YOU A NORTH CAROLINA RESIDENT?' with a 'NO' response, 'ARE YOU ELIGIBLE FOR IN-STATE TUITION?' with a 'NO' response, and 'HAS MY INFORMATION BEEN VALIDATED?' with a 'YES' response. At the bottom, there are two buttons: 'VIEW CFNC APPLICATION(S)' and 'VIEW REQUEST SUMMARY'. A blue button labeled 'RECONSIDERATION / APPEAL' is highlighted with a red arrow pointing to it from the text below.

To start a Reconsideration or RDS Appeal, log back in to RDS and click the Reconsideration/Appeal button on the main screen



Complete a RDS Reconsideration if:

Student did not supply correct information in the online interview

Student did not supply information in the online interview when asked

Student missed the 25 day deadline to submit documentation

Student missed the 10 day deadline to request an RDS Appeal

You have had a change in circumstance since completing the online interview

Complete a RDS Appeal if:

The RDS appeal is for students in special circumstances who may need to provide additional information not asked of them in the online interview or for students who prefer not to provide the information online.

Students work one-on-one with an RDS Appeals Specialist to review their request for residency.



- ✓ Students will receive email and text reminders (students must opt-in to receive the texts)
- ✓ In-Progress Applications
 - Day 8, Day 15, Day 24
 - If student does not complete within 25 days, student can start over with the exception of an RDS Appeal
- ✓ Documentation Deadlines
 - Day 8, Day 15, Day 24
 - Student can log back in at any time to submit the documentation
 - Can be uploaded, faxed, or mailed



- ✓ Make sure your student's information is in the profile, **NOT** your information
- ✓ Make sure your student's information is correct and current in the profile
- ✓ Do not just create a new account if your student is not sure if they have a CFNC account; try the "Forgot Username/Password" functionality or call the help line first.
- ✓ Answer each question fully - do not skip a question - it will most likely result in a non-resident classification
- ✓ Similarly to FAFSA, complete the online interview together with your student



- ✓ RDS is blind to where you apply or enroll; we provide you with a residency number and classification. You provide the number to the colleges where you are applying.
- ✓ We do not communicate directly with the campuses in which your student is applying
- ✓ Your student must supply their RCN to the campus and the campus will request the residency classification
- ✓ All information supplied in the RDS online interview is NOT shared with campuses - simply the classification
- ✓ Your student is responsible for letting the campus know of any change in status



RDS Resources

- RDS Web site - www.ncresidency.org
 - ✓ FAQs: What to Know
 - ✓ Resource one-pagers
 - ✓ RDS Guidebook
- Student Help Line: 844.319.3640
 - ✓ 3rd party release
 - ✓ Hours: 8 AM - 8 PM Monday - Thursday
8 AM - 5 PM Friday
- Student Email: rdsinfo@ncresidency.org

