

Residency Determination Service  
Quick Guide  
(for High School Applicants)



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# Step-by-Step Quick Instructions

## Complete Residency Determination

- Go to [www.ncresidency.org](http://www.ncresidency.org)
- Click on **COMPLETE RESIDENCY DETERMINATION**
- Login using **CFNC Username and Password**
  - If you **DO NOT** have a CFNC Account, click on **CREATE ACCOUNT** under “First Time Here?”
- Hover cursor over **Account** in top right corner; click on **Edit Profile** (\*\*Complete this step only if you already have an account through CFNC)
- Review/Update each section provided, save changes and **Return to Residency**
- Complete **RDS Online Interview**
- When you **finish**, write down your **RCN (Residency Certification Number)** and **Classification Status**
- Remember, if you are required to submit documentation; do so at your earliest convenience within 25 days or you will be requested to start process over.

# Residency Determination Service...10 Things to Know Before You Start RDS

## 1) WHY RDS? – It's the law in NC to...

- qualify for In-state tuition at NC public colleges and universities
- be eligible for NC State GRANT consideration at all NC colleges and universities

## 2) DO RDS FIRST...

- BEFORE, your College Admissions Application (a residency certification number is required by NC Community Colleges before you can submit an application.)
- WITH, your parent/legal guardian
- FAFSA too...since much of the information is the same if applying for grants or loans, complete FAFSA too.

## 3) WHAT INFO WILL YOU NEED FOR RDS:

- Younger than 24 Information from your **parent/legal guardian** (in most cases):
  - Social Security Number SSN (or other identifiable number)
  - NC tax return filing information
  - NC vehicle registration and NC driver's license
  - NC voter registration
  - other information about residency in North Carolina
- <24 on your own Information to **PROVE** you are financially independent from your parent/legal guardian
  - W2s, 1099s or paystubs to prove your income for the last 18 months.
  - Proof of address in NC and living continuously in NC the last 12 months
  - 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 non-resident 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.

# Residency Determination Service...10 Things to Know Before You Start RDS (cont.)

## 6) REMEMBER

- RDS uses your CFNC login
- BE ACCURATE: Mistakes cause BIG Problems
- FINISH: Interview will be cancelled if not completed in 25 days
- DON'T GUESS: Guessing = Non-Resident
- SUBMIT DOCS: RDS shows if you need documents; upload or fax to RDS

## 7) WHEN YOU ARE DONE:

- Note/Keep your **Residency Certification Number**
- Classification:
  - “Resident” or “Non-Resident”
  - “In-State” or “Out-of-State”
- Documents: 20% of students required to submit some documents

## 8) DON'T AGREE with your determination?

- **APPEAL** to provide special information -- you have **10 days to request**
- Call RDS toll-free: **844-319-3640**

## 9) FINISH YOUR COLLEGE ADMISSION APPLICATION

- Go to CFNC.org APP HUB (RCN prefills on CFNC applications)
- Go to college website (enter RCN when asked)

## 10) WORST MISTAKES YOU CAN MAKE ARE:

- Creating a NEW account in RDS, if you already have a CFNC or RDS account
- Moving Too Fast
- Incorrect identifiers – Name, Date of Birth, and SSN (for you and your parent / legal guardian) **MUST BE** correct
- Entering Name, Date of Birth, and SSN differently than on your college admission application
- SKIPPING questions, NOT answering questions or giving INACCURATE Answers to questions
- NOT providing your parent / legal guardian information if required (if you are under 24)
- NOT giving financial information when trying to prove you are INDEPENDENT of parent / legal guardian

**\*\* Notice: Some of the original content of the “10 Things to Know Before you Start RDS” have been omitted to accommodate **High School Applicants ONLY** who are applying to **Wake Technical Community College**. Any person who is **NOT** a High School Applicant should follow the original information provided by the NC Residency Determination Service**

## Tips for Completing Your Residency Determination Service

- The average interview takes 10-12 minutes to complete. Information about data and documentation you may need to gather before starting the interview is included on the next page
- Do NOT use your browser Back and Forward navigation arrows. Use only the Continue or Make Changes' buttons on the interview page. You will be able to review and make changes to the information you enter.
- You may exit your residency request and resume later. The information you enter will be saved after each section you complete. You have 25 days to complete your request. If you do not complete your request within 25 days, you will be required to begin a new request. Please note: this includes submitting any follow-up documentation required by RDS.
- If you have already completed the residency determination for another college, you will not have to complete the request again. You will just need to enter your Residency Certification Number (RCN) when prompted.
- If you have questions or concerns regarding the residency determination, you will need to call the RDS help line at 844-319-3640 or email them at [rdsinfo@ncresidency.org](mailto:rdsinfo@ncresidency.org). As residency is now determined at the state level by RDS, we at Wake Tech are very limited in the information we can assist you with.

## Tips for Completing Your Residency Determination Service (cont.)

The listing below reflects information and documentation that may be requested during and at the end of your RDS online interview request. This listing is not all-inclusive nor will every applicant be required to submit the information.

- Student and parent unique identifier such as a social security number, individual taxpayer identification number (ITIN), alien registration number (ARN/A-number), or US Citizenship and Immigration Service number (CIS)
- Parent and/or student vehicle registration and driver's license
- Parent and/or student federal and state tax returns
- Rental/lease agreement
- Active Duty Military Leave and Earnings Statement (LES)
- Veterans Education Certificate of Eligibility for Chapters 30 and 33 benefits
- DD-214 for discharged veterans
- Marriage certificate
- Permanent Resident Card
- Employment Authorization Document (EAD) with approved Category code
- I-485 receipt notice
- Approved I-130/140/360
- Federal tax form to confirm dependent status for parent with approved I-140 /I-130
- Immigration Court order
- I-797 Notice of Approval from USCIS
- Conditional Green Card
- I-751 conditional Green Card extension
- VISA stamped document
- I-94 stamped document (travel document)
- I-90 application to renew permanent resident card

### **Additional Contact Information for RDS**

Toll Free 1-844-319-3640 Local 919-835-2290 Fax 919-835-2427

Email: [rdsinfo@ncresidency.org](mailto:rdsinfo@ncresidency.org)

Websites: [www.cfnc.org](http://www.cfnc.org) / [www.ncresidency.org](http://www.ncresidency.org)