



# North Carolina Residency Determination Service (RDS) High School Students

## DO RDS BEFORE COMPLETING COLLEGE ADMISSION APPLICATIONS

### 1. WHY DO RDS?

#### NC LAW REQUIRES RDS 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 WITH:

Parent/Legal Guardian Complete RDS with a parent or legal guardian. (in most cases, NC law requires parent info)

FAFSA TOO Make it easy – do FAFSA too -- much of the information is the same

### 3. GO TO RDS:

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

STEP 1 **LOGIN** to RDS using your **CFNC** User Name and Password

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

STEP 3 **RDS Online Interview** with parent/legal guardian (you need 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 you if you need documents – not everyone does)

### 4. REMEMBER:

DON’T GUESS RDS checks your 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 (you have 25 days)

### 5. RDS STATUS SCREEN – when you finish, you’ll see:

YOUR 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 (you have 25 days)

### 6. DON’T AGREE with your determination?

**Review your status** at RDS. Login at [www.ncresidency.org](http://www.ncresidency.org)

**RECONSIDERATION** to correct or enter additional information

**APPEAL** to provide special information -- you have **10 days to request**

Some students may have special circumstances that prevent the RDS system from determining your residency status. If you believe you should be considered a resident of North Carolina, you may appeal the RDS determination, and you will have the opportunity to show RDS additional documents and proof of your residency in North Carolina. Call RDS toll-free: **844-319-3640**

### 7. NEXT -- DO YOUR COLLEGE ADMISSION APPLICATION(S):

Go to CFNC.org APP HUB (RCN prefills on CFNC applications)

Go to college website (enter RCN when asked)