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. RDS wants the initial Online Interview to be easy and helpful for everyone, but realizes that some students may have a unique living situation, not captured easily through the Online Interview. In these cases, students have the ability to request an Appeal and to provide other information to demonstrate their residency in North Carolina.

In the RDS Appeal process, RDS specialists work one-on-one with the student (and parent(s)) for a residency determination. In this appeal, students have the ability to provide additional information, documentation, answer questions, and ask questions of RDS. This provides the students who initially receive a non-resident determination the opportunity to explain further their situation and to provide additional documentation.

1. Student completes RDS profile (if student does not already have a CFNC account) and finishes student portion of RDS Online Interview.

2. In Parent section, if the parent has an ITIN instead of a Social Security Number (SSN), choose “does not have an SSN.” A screen will appear where the ITIN can be entered.
3. If parent does NOT have ITIN, decline to supply an identification number.

Choose do “not wish to supply....”

4. Review parent information and confirm if all information is correct.
5. Student receives non-resident determination. Student has 10 days to request RDS appeal.

6. Select “Next Steps” to begin Reconsideration and Appeal Process
7. Proceed through informational screens to Reason for New Residency Request screen and select RDS Appeal

8. Review the RDS Appeal Procedures and confirm Intent to Appeal within 10 days.

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9. Once notification to appeal is submitted, complete RDS Appeal Request within 25 days.

If you answer Yes, this section of the page remains the same. If you answer No, a date field appears, asking you for the date that you moved to NC; and a text box appears underneath the date, asking you to enter the reason that you moved to NC.

8/22/2018
Provide information about circumstances, events, jobs, memberships, etc. which show you/your parents are living in NC permanently.

Do you have additional information you would like to provide in support of your appeal?
- Yes
- No

Provide any additional explanation or information to support your appeal in the section below. If you have additional documentation you would like to provide, you must identify the documentation you will provide and explain how it supports your appeal.

Identify additional documents explanation/information and explanation to support your appeal.

If needed, would you like to participate in a 30 minute appeal review with RDS staff?
- Yes
- No

How would you prefer to conduct your review?
- In person at our Raleigh Office
- Phone Conferencing Call
- Video Conferencing

What time period do you prefer?
- AFTERNOON (1PM - 4PM (Mon - Fri))
- MORNING (8AM - Noon (Mon - Fri))

Select whether or not you would be willing to participate in an appeal hearing/review. A review will only be offered if there are additional questions which need to be answered.

RDS Appeal Documentation

Documents: To expedite your request, upload documentation you believe will support your claim for residency.

Click + ADD NEW DOCUMENT if you want to add any additional document.

- Missing Document
- Document Selected and Pending
- Upload

No documents are required at this time.

Upload documents you feel support your claim for residency.

8/22/2018
10. Submit your request.

11. RDS Staff will review the request and contact the student using the information provided in their profile (phone number and email).