

# Residence Determination Service (RDS)

## Resource Guide

### 10 Things to know BEFORE you start your RDS

1) WHY RDS? It's the law in NC to:

- qualify for the Short-Term Workforce Development Scholarship applicants must prove North Carolina residency.

2) DO RDS FIRST:

- BEFORE your Scholarship Application (a residency certification number is required on your application.)

3) WHAT INFO WILL YOU NEED FOR RDS?

Younger than 24; Information from you and your parent/legal guardian:

- 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

Younger than 24 and independent of parent guardianship; 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

24 or older Information about yourself:

- 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

- 4) US Citizens with Undocumented Parent(s) can request an Appeal
  - The RDS Online Interview depends on Social Security Number (SSN) or other identifiable numbers 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.
- 5) REMEMBER:
  - RDS uses your CFNClogin
  - 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
- 6) WHEN YOU ARE DONE:
  - Keep your Residency Certification Number
  - Know your Classification:
    - "Resident" or "Non-Resident"
    - "In-State" or "Out-of-State"
  - Submit your Documents: 20% of applicants are required to submit additional documents
- 7) DON'T AGREE or DISAGREE with your determination?
  - Made a mistake on the application? Request a RECONSIDERATION.
  - Made a mistake on the application? Request a RECONSIDERATION.
  - APPEAL to provide special information; you have 10 days to request an appeal
  - Call RDS toll-free: 844-319-3640



Now you are ready to begin

- Click [NC Residency Determination Service \(cfnc.org\)](http://cfnc.org) to get started
- Once on the site go to “Complete Residency Determination”
- Next follow the steps to create your account

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Complete the residency survey and record your status and RCN

Residency status: \_\_\_\_\_

RCN: \_\_\_\_\_