

The Residency Determination Service

What is it?

RDS is an online application process that all students applying for admission to a North Carolina public college or university and/or who are seeking to be eligible for an NC State grant as part of their financial aid are **REQUIRED** to fill out. This form determines whether they are deemed an NC resident for tuition purposes.

Students complete only one residency determination for all NC Colleges and Universities. Once completed, students will be given a **Residency Certification Number** or **RCN** to be entered into their college applications.

What information do I need to fill out the RDS?

Most Students:

1. CFNC username and password
2. Address
3. Student Date of Birth
4. Parent(s) Date of Birth
5. Student Social Security Number
6. Parent(s)/Guardian(s) Social Security Number
 - a. If your parent/guardian does not have a Social Security Number, then use their ITIN instead (Individual Taxpayer Identification Number)
7. Parent(s)/Guardian(s) Driver's License Number
8. Parent(s)/Guardian(s) Tax Filing Status
 - a. Tax Filing Status means are your parent(s)/guardian(s) filing their taxes as *single*, *married filing jointly*, *married filing separately*, *head of household*, or *qualifying widow(er) with dependent child*
 - b. For more information, use this link:
https://apps.irs.gov/app/understandingTaxes/teacher/how_s_mod05.jsp

For Active Duty Military Families:

1. LES
2. Duty Station Order Information

Non-Citizens:

1. Alien Registration Number, US Citizenship and Immigration Service, ITIN Identifiers
2. Permanent Resident Card
3. EAD with approved category code
4. I-485 Receipt Notice and Approved I-130/140/360
5. Federal tax form to confirm dependent status

***IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION YOU ARE REQUIRED TO PROVIDE, PLEASE SCHEDULE A MEETING WITH YOUR COUNSELOR ***

When do I need to fill this out?

Students should fill this out the summer before and in the fall of their senior year. Students will not be able to complete an application to NC Colleges/Universities without it.

For applications that use the CFNC application portal, the RCN will be automatically entered in the application if students have already completed RDS.

Steps/Checklist

- Create a CFNC account if you haven't already done so. You will use this log-in to sign in and complete the residency form
- Go to www.ncresidency.org, click "Complete Residency Determination," and log-in using CFNC account information
- Have all of the information listed above in front of you and ready to use. Complete the online form. Immediately after completion, students are given their RCN.
- As you are filling out your college application, put your RCN in the space provided

How to Create an FSA ID

The FSA ID – a username and password – must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.

If you do not already have an FSA ID, you can create one when logging in to [FAFSA.gov](https://fafsa.gov).

Steps/Checklist:

- When you go to [FAFSA.gov](https://fafsa.gov), click the button prompting you to create an FSA ID
 - Important: only the owner of the FSA ID should create and use the account.
Never share your FSA ID.
- Create a username and password
- Use your personal email address and phone number
- Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers (these questions help protect your account)
- If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN
- Review your information and read and accept the terms and conditions
- Confirm your email address and phone number using the secure code, which will be sent to the email address and number you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log in to the websites, although you can also still use your username.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid or see your college advisor.

IMPORTANT NOTE Your parents/guardians will have to create an FSA ID as well. If your parents/guardians do not have a Social Security Number (SSN), please enter 000-00-000. If you have any questions, please see your college advisor

Documents Needed for FAFSA

The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Please note that the FAFSA designates you as a “dependent student” unless you are at least 24-years-old, married, on active duty, financially support dependent children, an orphan, a ward of the court, or an emancipated minor. Depending on your circumstances, you might need the following information or documents as you fill out the FAFSA.

- Your Social Security number (make sure you enter it correctly!!)
- Your parents’ Social Security numbers if you are a dependent student
 - Or 0’s if your parents do not have an SSN
- Your driver’s license number if you have one
- Your Alien Registration number if you are not a U.S. citizen
- Federal tax information or tax returns including W-2 information for you and for your parents if you are a dependent student
 - IRS 1040, 1040A, 1040EZ
 - Unemployment paperwork if you have it
 - Foreign tax return if you have them
 - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, and Federated States of Micronesia, or Palau if you have them
- Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits for you and for your parents if you are a dependent student
- Information on cash, savings and checking account balances, investments (stocks, bonds, and real estate that is not the home in which you live), and business and farm assets for you and for your parents if you are a dependent student

You will need the tax information from two years before the upcoming college school year. For example, **if you are starting college in the 2023-2024 school year, you’ll need tax information from 2021.** If you are starting college in the spring, please talk to your college advisor because you will have a slightly different process.