

# Establishing NC Residency – A Workshop for Students

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# Workshop Expectations

- Learn about basic criteria for residency for tuition purposes
- Review process for requesting residency determinations and for notifying campus of changes
- Overview of resources and contacts
- Review of important campus deadlines
- Chat open during session – will answer questions as time allows after presentation
- Unable to answer specific/individual residency questions
- Session will be recorded - **please do not share personal/identifying details (including in the session chat)**
- Slides/session recording distributed post-session

# The Very Basics

- The state subsidizes the cost of NC public university tuition for all students whose permanent legal residence is in NC
- A student's residency determination establishes their tuition rate

# Pillars of Residency for Tuition Purposes

1. **Legal Capacity:** at least 18 and a US Citizen or hold eligible immigration status
2. **Domicile:** must establish and have intent for NC residence to be primary, permanent home
  - Domiciliary Acts – Evidence that a person has taken actions typically associated with establishing a permanent residence
3. **Duration:** minimum of 12 months of established domicile and presence in NC
4. **Financial independence:** not claimed as dependent on income tax return; possesses sufficient funds to live and pay tuition and fees at the person's current resident classification without outside financial assistance. **In general, a student cannot be approved as a resident for tuition purposes if that student is financially dependent upon parent(s) or legal guardian(s) who are not legal NC residents.**

# Defining and demonstrating domicile:

## Examples of domiciliary acts

- Employment
- Taxes
- Voter registration and activity
- Jury duty
- Car registration
- Driver's license / State I.D.
- Property ownership
- Time in and out of state
- Ties to community



# Demonstrating financial independence

- Employment (full- or part-time status) in NC
- Tax status and dependency
  - Evidence of not being claimed on parental taxes
  - Federal and State income tax returns
- Current/prior income
- Sources and extent of financial support (university assignments, parental assistance, other funds in your name, etc.)
- Leases, bank accounts, titles, etc. in student's name without parents
- *Parent's health insurance policy – does not impact financial independence*

# What is RDS?

- Residency Determination Service ([ncresidency.org](https://ncresidency.org))
  - Centralized system that provides one residency determination for admissions applications to multiple North Carolina public colleges and universities
  - Residency processes via RDS:
    - Initial considerations
    - Reconsiderations
    - Appeals
  - Graduate student populations began using RDS Fall 2018



# RDS for graduate applicants

- Applicants who claim to be NC residents while completing the admissions application are routed to RDS for a residency determination
- Applicants who do not claim NC residency during the application process are coded as Non-Residents and do not go to RDS at this time. They will likely engage RDS for the first time during their second academic year.



Do you claim to be a North Carolina Resident?

- ☒ Yes, I claim to be a North Carolina resident for tuition purposes.\*
- ☐ No, I do not claim North Carolina residency for tuition purposes. I understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state-supported institution.

\*If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at [www.ncresidency.org](http://www.ncresidency.org). The RDS will provide you with a Residency Certification Number (RCN), which you may enter below. If you do not enter your RCN below, you will not be able to submit your application.

RCN

1234567890

Continue

# RDS for enrolled graduate students

- Students who are already residents do not need to take any action
- Students currently have **45 days** to complete their residential actions (permanently adjusted from 30 days due to impacts from the pandemic)
  - **FALL 2022 DEADLINE FOR RESIDENCY CHANGES: SEPTEMBER 28, 2022**
  - RDS determinations within 45 days from the first day of the term are applied to the current term. Determinations more than 45 days from the first day of classes are applied to the next term.
- Students should engage RDS no earlier than 365 days after arriving in NC and completing some residential acts
  - Timing very important and individualized
- Same RDS process as for applicants (the RDS “interview”)
- Link to RDS from ConnectCarolina StudentCenter

# Applying for Residency: Basic Two-Step Process

1. Initial determination/Reconsideration/Appeal/Status – [ncresidency.org](https://ncresidency.org)
    - Log in via CFNC account
  2. Students must provide RCN number in their ConnectCarolina StudentCenter to notify campus when they obtain resident determination
- ❖ Must pay attention to campus term dates – RDS not linked to campus calendars
- Fall 2022: September 28, 2022
  - Spring 2023: February 22, 2023
  - University Registrar's calendar: <https://registrar.unc.edu/academic-calendar/>

# The RDS Interview process

- Students asked a series of questions designed to determine residency
  - Do you have a NC drivers license or state ID? What is the number?
  - Did you file a NC tax return last year? What filing status?
  - Average interview takes 10-12 minutes to complete
- Students will not be asked to upload documents during the initial interview; the RDS system queries state databases
- Validation of information – initial v. validated determination
  - Additional documentation may be requested as part of the validation process
    - Students will be notified via email and their RDS status page if additional documentation is requested

# RDS Interview – Getting Started

- Create/log-in via CFNC account ([ncresidency.org](https://ncresidency.org))
- Acknowledge tips for completing the process
- Agree to consent and authorization
- Validate (or edit) basic bio/demo information on account
- Option to opt-in to text alerts

# RDS Interview, cont.

View Progress

Start

Need help? Call the student help line at [844-319-3640](tel:844-319-3640).

## North Carolina Residency Determination

Do you claim to be a North Carolina resident?\*

☐ Yes

☐ No

CONTINUE »

Active Duty Military Members and Qualifying Relatives, [click here](#)

Deferred Action Childhood Arrivals (DACA) and Undocumented Students, [click here](#)

**NOTE:** RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

# RDS Interview, cont.

[View Progress](#)

Start

College Enrollment

[Need help?](#) Call the student help line at [844-319-3640](tel:844-319-3640).

## College Enrollment

Are you currently enrolled in a NC college or university ? \* High school students who are taking one or more college classes should answer "No" to this question.

☒ Yes  
☐ No

Select your college or university.\*

UNC-Chapel Hill

What type of degree are you seeking?\*

Doctoral Degree

☐ Your college is not listed here.

When did you first enroll in a NC college or university? \*

Fall (Aug-Dec)

Year\*

2020

Have you been continuously enrolled? \*

☒ Yes  
☐ No

[CONTINUE >>](#)

**NOTE:** RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.





# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Need help? Call the student help line at 844-319-3640.

## Student Information

Are you married? \*

☐ Yes

☒ No

Are one or both of your parents/legal guardians living? \*

☒ Yes

☐ No

Do your parent(s)/legal guardian(s) currently live in NC? \*

☐ Yes

☒ No

Do your parent(s)/legal guardian(s) do any of the following: \*

- Give you money on a monthly basis
- Pay for part or all of your food and clothing
- You live with them or they pay for part or all of your rent
- Pay for part or all of your tuition

☐ Yes

☒ No

CONTINUE »

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# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Duration

Need help? Call the student help line at [844-319-3640](tel:844-319-3640).

Duration

When did you begin living in North Carolina ?\*

Year\*

2020

Month\*

August

Day\*

1

CONTINUE »

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# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Duration

North Carolina Tax Filing

Need help? Call the student help line at 844-319-3640.

North Carolina Tax Filing

Did you file a North Carolina tax return in either of the last two years?\*

☒ Yes

☐ No

Select the most recent filing year.\*

☒ I filed a tax return in 2021 for tax year 2020

☐ I filed a tax return in 2020 for tax year 2019

Tax Filing Method\*

☒ Electronically

☐ Mailed

Residency Category\* ?

☐ Full Year Resident

☒ Partial Year Resident

☐ Non-Resident

Did anyone claim you as a Dependent on their tax return?\*

☐ Yes

☒ No

CONTINUE »

NOTE:

 RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Duration

North Carolina Tax Filing

Vehicle Registration Information

Need help? Call the student help line at [844-319-3640](tel:844-319-3640).

Vehicle Registration Information

Do you have any vehicles registered in your name?\* ?

☐ Yes

☒ No

CONTINUE »

**NOTE:** RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Duration

North Carolina Tax Filing

Vehicle Registration Information

Driver 's License or State-issued ID Information

Need help? Call the student help line at [844-319-3640](tel:844-319-3640).

Driver's License or State-issued ID Information

Do you have a driver's license or state-issued ID?\*

☒ Yes

☐ No

State\*

State

License/ID Number\*

123456789

CONTINUE»

**NOTE:** RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

# RDS Interview, cont.

View Progress

Start

College Enrollment

Housing Information

Military Involvement

Student Information

Duration

North Carolina Tax Filing

Vehicle Registration Information

Driver 's License or State-issued ID Information

Voter Registration Information

Need help? Call the student help line at [844-319-3640](tel:844-319-3640).

## Voter Registration Information

Are you a registered voter?\*

☒ Yes  
☐ No

State\*

North Carolina

County \*

Orange

Provide one of the following:\*

Voter Registration Number [Look Up My Number](#)

00000012345

Voter NCID [Look Up My ID](#)

CONTINUE »

**NOTE:** RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.

# RDS Interview, cont.

- Answering those questions completed my interview and gave me this **initial, unvalidated determination of NC resident**

Your Residency Certification Number (RCN) is **1100514738**

[\(Click to know more about RCN\)](#)

① Your Determination is

[Understanding your Residency Status](#)

Residency Status: **North Carolina Resident**

Tuition Status: **In State**

Valid Until: **December 20, 2022**

You will be emailed if your residency status changes due to validation. You may continue to submit your admission application(s) or register for classes.

[VIEW REQUEST SUMMARY](#)

[ADD 3RD PARTY AUTH](#)

[NEXT STEPS →](#)



THE GRADUATE  
SCHOOL



# Student Dashboard Summary

- All status pages have a Reconsideration/Appeal button.
  - If you click this button, informational screens then direct you through the process of requesting a reconsideration or appeal.

Your Residency Certification Number (RCN) is **1100212005**  
(Click to know more about RCN)

**CURRENT REQUEST** (EXPIRES ON OCTOBER 13, 2020 - [CLICK TO KNOW MORE](#))

ARE YOU A NORTH CAROLINA RESIDENT ?

**YES**

(Click to know more)

ARE YOU ELIGIBLE FOR IN-STATE TUITION ?

**YES**

(Click to know more)

HAS MY INFORMATION BEEN VALIDATED ?

**NO**

(Click to know more)

- RDS checks the information you provided in your online interview. You will be emailed if your in-state status changes due to this review. This page will update once this review is complete.
- You may continue to submit your admission application(s) or register for classes.

[VIEW CFNC APPLICATION\(S\)](#)[VIEW REQUEST SUMMARY](#)[RECONSIDERATION / APPEAL](#)

# RDS Status Page

Below are the different areas of interest on the RDS Status Page when you log back in to RDS.

The screenshot shows the RDS Status Page interface. At the top, there is a navigation bar with the RDS logo and links for REQUEST STATUS, EDIT PROFILE, PREFERENCES, and LOGOUT. Below this, the user's Residency Certification Number (RCN) is displayed as 0000003272. To the right, the user's name and email are shown, along with an UPDATE CONTACT INFORMATION button. A green banner indicates that the initial consideration request is active. The main section displays the user's Residency Status as Non-Resident, Tuition Status as Out of State, and a Valid Until date of November 20, 2019. Below this, there are three buttons: VIEW REQUEST SUMMARY, VIEW HISTORICAL RECORD, and RECONSIDERATION / APPEAL. At the bottom, a Reminder section states that the user has no open admission applications through CFNC and provides a REMINDER to complete their admission applications and FAFSA.

1. RCN Number
2. Update Contact Information
3. Residency Status
4. Tuition Status
5. Valid Until
6. Reconsideration or Appeal
7. Reminder

1. **RCN Number:** this is your residency determination number
2. **Update Contact Information:** you can update your contact information here
3. **Residency Status:** will either be Resident or Non-Resident
4. **Tuition Status:** will either be In State or Out of State
5. **Valid Until:** this is when your residency status will expire. If you enroll and remain continuously enrolled you do not need to come back and request another determination. Only if you transfer schools, or stop out for more than two semesters (Fall/Spring) will you need to complete RDS again.
6. **Reconsideration or Appeal:** click this if you disagree with your determination
7. **Reminder:** helpful tips on completing the FAFSA and filling out any open applications on CFNC.org

# What happens next?

- If you receive a validated NC resident determination, notify campus via ConnectCarolina StudentCenter
  - This is the only way UNC-CH is aware of a change in your residency status
  - If this step is missed, residency status and tuition will not be adjusted

# ConnectCarolina StudentCenter Views

The screenshot displays the 'Student Center' interface with the following sections:

- Academics:** Includes links for 'My Class Schedule', 'Shopping Cart', 'My Planner', 'Order an Enrollment Cert', 'Order an Official Transcript', 'Schedule Planner', and 'Order My Textbooks'. A message states: 'You are not enrolled in classes.' A 'Search for Classes' button is also present.
- Student Financials:** Includes 'My Account' (Pay, Bills, Manage Student Finances) and 'Financial Aid' (View Financial Aid Award, Financial Aid To Do List).
- Personal Information:** Includes 'Demographic Data' and 'Emergency Contact'.
- Enrollment Dates:** Includes a 'Shopping Cart Appointment' notice for the 2019 Fall Session.
- Advisor:** Shows 'Program Advisor' as 'None Assigned'.
- NC Residency Status:** Highlighted with a red box, showing '2019 Spring: NC Non-Resident Reconsideration or Appeal'.

Navigation buttons at the bottom include 'Return To Search' and 'Notify'.

# ConnectCarolina StudentCenter View

NC Residency Appeal

NC Residency Appeal

NC Residency for tuition purposes is governed by North Carolina State law and is determined through the Residency Determination Service (RDS) at [www.ncresidency.org](http://www.ncresidency.org). Please visit this web site to complete an initial residency determination, an appeal to a residency determination or a request for reconsideration of residency determination. Note that appeals must be completed within 10 days of your initial determination. For information on residency appeals and reconsiderations, visit <https://ncresidency.cfnc.org/residencyInfo/guidelines>.

If you have completed one of these processes at RDS and would like for UNC-Chapel Hill to retrieve your new residency determination, please check the box below and submit.

Residency Certification Number

☐ I have an updated RDS residency determination

# Reconsideration? Appeal?

- If you receive a non-resident determination, you have the option to request an appeal or reconsideration
  - Reconsideration
    - Allows student to change info about themselves
    - Complete a reconsideration if: incomplete or missing data; error while entering information; failure to submit additional documentation on time; change in your personal /living situation
    - **Carries a new determination date**
  - Appeal
    - **For students who believe their determination is incorrect**
    - Must request within 10 days of determination
    - Submit additional information and documentation within 25 days
    - May include phone calls, emails, and/or meeting to answer any questions and review appeal
    - **Same date as original determination**



# Top reasons students receive a non-resident determination on their first submission

- Entered incorrect SSN and/or DOB
- Not providing enough specific information to validate (said “no” to most or all items)
- Other identifying information is not correctly entered (DL #, etc.)
- Unable to demonstrate financial independence\*
- Not meeting the prerequisite 12-month period of living in NC
- Failure to turn in additional documents requested during validation
- Special/complex situation\*
- Not holding an eligible immigration status
- Information provided does not validate/cannot be confirmed with state agencies



# Approved Provisions/Exceptions

- Non-US Citizen
- Military & Dependent/Spouse
- Veteran's Choice Act (effective July 1, 2015)
- Spousal Pair
- Employee & Dependent/Spouse (Full-time, permanent employees only)

Some exceptions/provisions are handled by RDS; others are handled by campuses

- Campus Registrar's Office handles some exceptions and is the central office on campus for residency policy
- Visit <https://ncresidency.cfnc.org/residencyInfo/studentFAQ> for more information

# Misconceptions

- Students are REQUIRED to become residents - **FALSE**
- Homeownership guarantees residency status for tuition purposes – **FALSE**
- Students must obtain a NC driver's license - **FALSE**
- Students cannot leave the state of NC during the first 12-month period - **FALSE**
- Students must attend a church or have some religious affiliation - **FALSE**
- Students are guaranteed residency status after their 1<sup>st</sup> year - **FALSE**
- I do not need to know how I file my taxes - **FALSE**

# Suggestions and Tips

- Apply only when tangible actions (cluster) have been taken
- Apply only once the 12-month (365 days) physical presence requirement has been met
- Provide accurate and detailed information
  - Inaccurate information can lead to delays in verification and/or reversal of residency determination
- Pay attention to campus deadlines
- Take advantage of the right to appeal if appropriate
- Students can request a reconsideration up to 3 times every 90 days

# Takeaways

- Spread the word!
  - Students can apply NOW for Fall 2022 residency (must engage RDS on or before September 28, 2022 for fall tuition adjustment)
- Students MUST notify UNC-CH (via ConnectCarolina StudentCenter) by entering their RCN when they obtain a resident determination
- Graduate School and Office of the University Registrar act as a resource for students and programs
  - Feedback to [grad\\_residency@unc.edu](mailto:grad_residency@unc.edu)

# Additional Resources

- RDS ([ncresidency.org](https://ncresidency.org))
  - Provides general information, resources, handouts, Q&A, links to statutes/Guidebook
- RDS Call Center (students): 844.319.3640 (toll free)
  - General questions/guidance
  - Account/password resets
  - Review of status/next steps
- RDS email: [rdsinfo@ncresidency.org](mailto:rdsinfo@ncresidency.org)
- Office of the University Registrar
  - Web: [registrar.unc.edu/academic-services/residency](https://registrar.unc.edu/academic-services/residency)
  - [Email: residency@unc.edu](mailto:residency@unc.edu)
  - Telephone: 919.962.3954
- Graduate School: [grad\\_residency@unc.edu](mailto:grad_residency@unc.edu) or <https://gradschool.unc.edu/studentlife/resources/residency/>