Step-by-Step Instructions for Filling Out the Admission Application (Step #2 On The Checklist)
For Students Outside Of The Us Seeking An F-1 Visa

The admissions checklist: https://www.durhamtech.edu/admission-steps-seeking-f-1

1. **VISIT www.durhamtech.edu/apply Click on the APPLY NOW button (on the right side)**

2. **CREATE AN ACCOUNT – the link is in the bottom right of the screen**
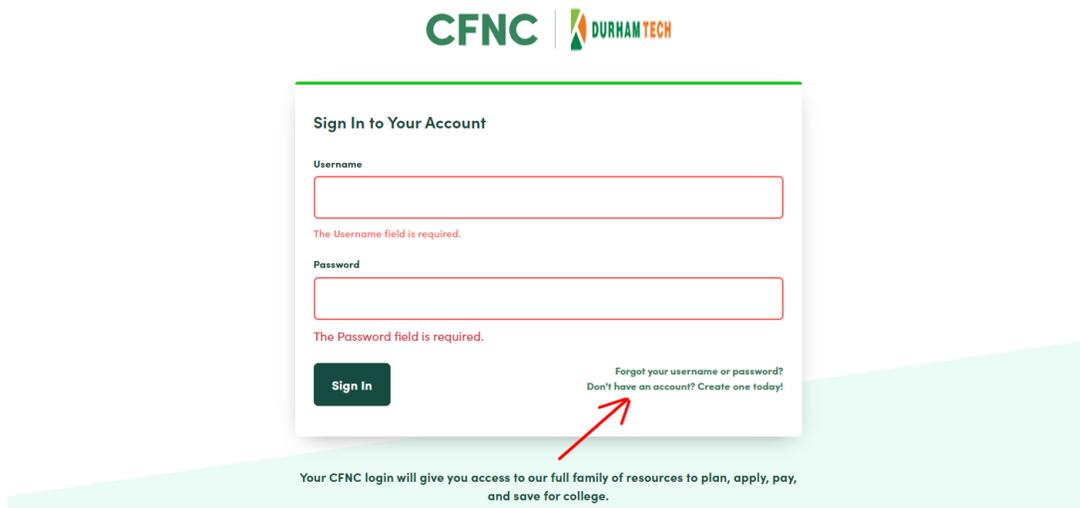
3. FILL OUT THE FORMS

Account Information

Account Name

Create an account name by which you will enter to your application

The Account Name field is required.

Password

create a password

The Password field is required.

Confirm password

E-mail

write your current working email here

The E-mail field is required.

E-mail (again)

Security Question

What is your mother's maiden name?

Security Answer

create an answer to your security question

The Security Answer field is required.

Roles

Middle School Student
High School Student   Choose your current academic level
College (Postsecondary) Student
Adult Learner

Personal Information

First Name

Middle Name

Last Name

Date of Birth

ДД.ММ.ГГГГ

Gender

Please select

GraduationYear

2022 - You are a 12th grade student

NC Student Number

For students, residing in NC

What middle school or high school do you attend?

Click find to choose a school or work center.   Choose you school from the list   Find

ДД.ММ.ГГГГ

GraduationYear

2022 - You are a 12th grade studen

What middle school or high school do you at

Click find to choose a school or wo

Select School, College or Program ✕

Type the official name of the school, college or program in the space below, then select from the list of options. If you cannot locate it in the list, choose "My School, College, or Program is not listed". If you are homeschooled, please select "NC Homeschool" from the PK-12 Schools list below.

| All | PK-12 Schools | Colleges | Workforce Centers | Other |

Select... ▾

if your school is not listed, click here   My School, College, or Program is not listed

Save changes   Close

Permanent Address

Country

United States

Street

Permanent Address

Country

Uzbekistan   country of residence   ⌄

Street   write your current permanent address

City   **State/Province**   **Postal/ZIP code**

Mailing Address **fill this forms only if your mailing address is different from thy permanent**

☐ My mailing address is the same as my permanent address. **if not, just tick this box**

Country

United States

Street

City   **State**   **Postal/ZIP code**

                            Select a state

By clicking the Register button, you agree to the current CFNC.org Terms of Use and Privacy Policies.

Click to Register

Register   Cancel

4. **AFTER YOU HAVE SUCCESSFULLY REGISTERED, YOU WILL BE TAKEN TO THE APPLICATION PAGE**

UNDERGRADUATE APPLICATION   Logout

UNDERGRADUATE APPLICATION ✔

Name and Address ○

Personal Information ○

Enrollment Information ○

Educational Information ○

Residency Determination ○

Student Statement ○

Finish Application

Save Application

Submit Application

➖ A Message From the Campus   ✔

Thank you for your interest in Durham Tech.

the current avaliable application terms are listed here

Submit an enrollment application for Summer 2022 or Fall 2022.

IMPORTANT: Please read through the following information before submitting the online application.

Applications without a Social Security Number: For some purposes, including tuition tax credit documents (1098T) and federal financial aid (FAFSA), a Social Security Number (SSN) is required. Applications submitted without a SSN require additional processing. If you choose not to disclose your SSN, processing of your application will be delayed.

High School Students: If you are currently a high school junior or senior and would like to enroll in curriculum courses, please visit the following website for information about the Career and College Promise program.

Students Seeking an F-1 student visa – please use this link and read the information, Enrolling as a Non-US Student. If you have additional questions, please contact international@durhamtech.edu or call the Center for the Global Learner at 919-536-7264 x3228.

Selecting a program of study: Review the list of Durham Tech degree, diploma, and certificate credit programs

Please be aware that Visiting Student (including post Baccalaureate) status and some certificate programs do not qualify for financial aid.

Changing your program of study: Do not attempt to change your current program of study by submitting/re-submitting an enrollment application.

Changing your name and/or address: Returning students who need to change their name or address, should complete the electronic Change of Name and/or Change of Address form.

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5. CONTINUE TO FILL IN THE DATA SECTION BY SECTION (Listed on the left menu). You will be required to fill out all the questions that have an asterisk (*)

UNDERGRADUATE APPLICATION

- **Name and Address**
- Personal Information
- Enrollment Information
- Educational Information
- Residency Determination
- Student Statement
- Finish Application

Save Application

Submit Application

Natalya, if you have any technical questions,

Student Name

Asterisk * indicates required field   fill out the data carefully to match the international passport exactly

Last name: *	First name: *	Middle name:
Romanova	Natalya	

Suffix: Preferred first name:

Click here

Former name(s):

First name: | Last name:

First name: | Last name:

Permanent Address

Country: *

Uzbekistan

UNDERGRADUATE APPLICATION

- Name and Address
- **Personal Information**
- Enrollment Information
- Educational Information
- Residency Determination
- Student Statement
- Finish Application

Save Application

Submit Application

Natalya, if you have any technical questions, click here.

Applicant Information

Asterisk * indicates required field   fill all the data marked with *

Social Security number: | NC Student Number:

####

Show Social Security number information   Show NC Student Number information

Date of birth: *

09/29/2000

The following information will not be used in a discriminatory manner. This data is used for statistical purposes only.

Gender: *

Click here

Ethnicity	Race
Are you Hispanic or Latino? ❓	Select one or more of the following racial categories:
Click here	☐ American Indian or Alaska Native
	☐ Asian
	☐ Black or African American
	☐ Native Hawaiian or Other Pacific Islander
	☐ White

Citizenship

Citizenship

Select the appropriate designation: *

Non-Immigrant Alien ✕ ▾

If non-U.S. citizen, select country of citizenship: *

Uzbekistan ✕ ▾

Visa type: put F1 if you are seeking an F1 student visa

Click here ▾

Non-immigrant visa number:

Issue date:

mm/dd/yyyy

Expiration date:

mm/dd/yyyy

Have you been assigned an INS SEVIS number? *

Click here ▾

Additional Information ✓

Driver's license

Have you acquired a valid driver's license? *

No ✕ ▾

What is your primary language?

English ✕ ▾   if your primary language is not listed, select "other"

Are you eligible for the Children of Fallen Heroes Scholarship Act?

No ✕ ▾

Show Children of Fallen Heroes Scholarship Act Information

Military Service ✓

Have you served in the U.S. Armed Forces? *

No ✕ ▾

Are you active duty military or a military dependent? *

Neither ✕ ▾

Financial Aid ✓

Do you plan to apply for financial aid?

Click here ▾

Emergency Contact   enter below an emergency contact in the US

Name: *

Telephone: *

(###) ###-####

Relationship:

6. **APPLY FOR THE ENROLLMENT TERM NOTING THE DEADLINES ON THE CHECKLIST**
   https://www.durhamtech.edu/admission-steps-seeking-f-1

FOR THE PROGRAM OF STUDY/MAJOR QUESTION – make sure you are choosing a program that is eligible for the F-1 International Student Visa: https://durhamtech.edu/programs-students-or-seeking-f-1-visa-status

name of the school which isn`t in the list

Most Recent High School

Asterisk * indicates required field

High school: *
High School #94

Type: *
Public

Street: *
Nukus 16

City: *
Tashkent

Country:
Uzbekistan

Graduation date or last date attended: *
05/2018

High school track: *
General prep

Did you graduate from high school? *
Yes, I have graduated from high school

Education History

UNDERGRADUATE APPLICATION
Name and Address
Personal Information
Enrollment Information
Educational Information
Residency Determination
Student Statement
Finish Application

Save Application

Submit Application

NATALYA, if you have any technical questions, click here.

7. **All students who apply to Durham Tech, must also go through the Residency Determination Service (a state-wide service that assists all students applying to schools in North Carolina) to be evaluated for which level of tuition they will have to pay (in-state or the higher out of state tuition rate). Once students complete the questions of the residency determination service, they will be given an RCN that will allow them to then complete and submit the Durham Tech application.**

Residency Determination

Logout

UNDERGRADUATE APPLICATION
Name and Address
Personal Information
Enrollment Information
Educational Information
Residency Determination
Student Statement
Finish Application

Save Application

Submit Application

Natalya, if you have any technical questions, click here.

Residency Certification Number

This step in the admissions application is to determine whether students should have in-state or out-of-state tuition and eligibility for state financial aid. If you do not have a Residency Certification Number (RCN) or do not remember your RCN, you should visit www.ncresidency.org to obtain your RCN before submitting this application. Please note that the residency service will open in a separate window and uses your same CFNC username and password. You will be able to return to the admissions application to enter your RCN once the residency determination process is complete. You will then be able to submit your application.

What is your Residency Certification Number (RCN)? *

click on the link and you will be taken to a separate page where you will need to enter information and get a RC number

← Previous

Next →

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Residency Determination Service

COMPLETE RESIDENCY DETERMINATION   **LOGIN** ← enter your account details that you indicated when registering a student account

FORGOT USERNAME / PASSWORD?

⌄

TIPS FOR COMPLETING YOUR RESIDENCY DETERMINATION

You are about to begin a new North Carolina residency determination request. Tips for completing your residency request include:

- The average interview takes 10-12 minutes to complete. **Click here** for information about data and documentation you may need to gather before starting the interview.
- **Do NOT use your browser Back and Forward navigation arrows.**   Use only the buttons on the interview page. You will be able to review and make changes to the information you enter.
- You may exit your residency request and resume later. The information you enter will be saved after each section you complete. You have 25 days to complete your request. If you do not complete your request within 25 days, you will be required to begin a new request.
- RDS works best with the latest versions of Google Chrome, Internet Explorer and Firefox browsers. Use of other browsers may affect functionality.
- We are aware of difficulties with Samsung devices using the Firefox browser. We do not recommend completing the RDS interview using this combination.

☑ **I understand the helpful hints.**

CONSENT AND AUTHORIZATION

North Carolina General Statute §116-143.1 sets forth the specific standards for determining resident status for tuition purposes. Session Law 2015-241 authorized the State Education Assistance Authority ("SEAA") to perform all functions necessary to implement the coordinated and centralized process to apply the criteria in G.S. §116-143.1 and directed the State community college and university systems to take the necessary actions to facilitate an orderly transition from the previous campus-based residency determination system to this coordinated and centralized process.

I understand that the Residency Determination Service ("RDS") will validate the information that I provide. The validation process supports the determination of residency and helps limit the number of documents I must submit. Once validation is successful, my residency classification is complete. If validation of my information fails, my residency status will be "non-resident" and an "out-of-state" tuition rate will apply. RDS reserves the right to correct any determination(s) made in error.

I understand and acknowledge that the Residency Determination Service may require me to submit my own personal information and personal information from my parent(s), legal guardian(s), or spouse (collectively "Personal Information") in order to determine my residency classification.

I certify that before I submit any information from my parent(s), legal guardian(s), or spouse, I have obtained each and all of their individual consents and authorizations to disclose their Personal Information in accordance with the following:

☑ **I Agree**   PRINT

TIPS FOR COMPLETING YOUR RESIDENCY DETERMINATION

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☑ I understand the helpful hints.

CONSENT AND AUTHORIZATION

- Any Appeals Committees for Residency, including appeals to the SEAA Appeals Committee which includes representatives from the University of North Carolina, the North Carolina Community College System, and the North Carolina Independent Colleges and Universities
- Any North Carolina college or university to which I apply and to the related system offices
- Anyone that I may authorize to access this information during the process

I understand and acknowledge that I may face penalties including denial of status as resident of the State of North Carolina, criminal or civil charges of fraud or identity theft, and other penalties if I misrepresent any information in this application or I provide information from my parent(s), legal guardian(s), spouse or other third party who has not also provided consent for its use for these purposes.

☑ I Agree

PRINT

▶ CLICK HERE TO START REQUEST

Profile Information

Review the information in your profile below. If it is incorrect, edit your profile before continuing.

Name: Natalya Romanova

Username: natalia86	**Phone:** Not Entered	**Email:** natalia86@gmail.com
DOB: September 30, 2000	**Male or Female:** female	**NC Student Number (was NC Wise ID):** Not Entered
Citizenship: Not Entered	**SSN:** Not Entered	**A Number:** Not Entered
I94: Not Entered	**TIN:** Not Entered	**USCIS:** Not Entered

Address:
14.Afrosiyob str
Tashkent, 100015
Uzbekistan

☐ I Agree that the information above is complete and correct.

✂ EDIT PROFILE

click on "EDIT PROFILE"

CANCEL   CONTINUE »

PRINT

Profile Information

« RETURN TO RESIDENCY

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

Student's Account Information

Username: natalia86   **Email:** natalia86@gmail.com

Student's General Information

Legal Name: Natalya Romanova	**NC Student Number (was NC Wise ID):** Not Entered	**DOB:** September 30, 2000	**Citizenship:** Not Entered
		Male or Female: female	**Phone:** Not Entered

EDIT   ← provide all information that you have
you might not have any of these numbers.

Student's Address Information

14.Afrosiyob str
Tashkent, 100015
Uzbekistan

EDIT

Student's Identification Number Information

SSN: Not Entered	**A-Number:** Not Entered	**I94:** Not Entered	**TIN:** Not Entered
USCIS: Not Entered			

EDIT   ← provide all information that you have
you might not have any of these numbers.

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Need help? Call the student help line at 844-319-36

Update General Information

Legal Name

First*   Last*   Middle Name   Suffix
Natalya   Romanova   Middle Name

NC Student Number (was NC Wise ID)

Date of Birth*
09   30   2000   make sure this is month/day/year

Citizenship*
○ US
● Other ←

Male or Female*
○ Male
● Female

Phone*
(___)___-____

UPDATE   CANCEL

Student's Account Information

Username: natalia86   Email: nat   September 30, 2000   Citizenship: Not Entered

or Female: female   Phone: Not Entered

Student's Address Information

14.Afrosiyob str
Tashkent, 100015
Uzbekistan

EDIT   ot Entered   TIN: Not Entered

« RETURN TO RESIDENCY

☑ I do not have a Social Security Number.

Need help? Call the student help line at 844-319-36

You must use one of the following if you do not have a Social Security Number

Individual Taxpayer Identification Number (ITIN)
955-55-5555

US Citizenship and Immigration Service Number (USCIS#)
555-555-555

Alien Registration Number (ARN or A-number)
A   555555555

I-94 Admission Number

↖ ☑ I do not have a Social Security Number or other unique ID to provide at this time.

If you select this option:
- You will be classified as a non-resident.
- You will be charged out-of-state tuition at any North Carolina public college or university unless a campus determines you qualify for an exception.
- You will not be eligible for state financial aid.

You may obtain a new determination anytime by:
1. Logging into RDS or CFNC and updating your profile with a unique identifier.
2. Returning to RDS to complete a reconsideration.

Student's Account Information

Username: natalia86   Email: nat   September 30, 2000   Citizenship: O

or Female: female   Phone: (202) 803-3210

Student's Address Information

14.Afrosiyob str
Tashkent, 100015
Uzbekistan

EDIT   ot Entered   TIN: Not Entered

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North Carolina RDS
Residency Determination Service

View Progress

Start

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

North Carolina Residency Determination

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

○ Yes
○ No ⬅ respond "NO" to the first question of "Do you claim to be a North Carolina resident?".
        F-1 international students cannot qualify as NC residents.

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.

8.   AFTER ANSWERING ALL THE QUESTIONS, YOU WILL SEE YOUR RCN

Your Residency Certification Number (RCN) is **1101628794** ⬅ here is your RCN, copy it and return to thy Durham Tech application
(Click to know more about RCN)

ⓘ Your Determination is   Understanding your Residency Status

Residency Status: **Non-Resident**   Tuition Status: **Out of State**   Valid Until: **August 14, 2023**

VIEW REQUEST SUMMARY   ADD 3RD PARTY AUTH   NEXT STEPS →

9.   RETURN TO THE DURHAM TECH ADMISSION APPLICATION

Residency Determination   Logout

UNDERGRADUATE APPLICATION ✅

Name and Address ✅   ■ Residency Certification Number   ✅

Personal Information ✅   This step in the admissions application is to determine whether students should have in-state or out-of-state tuition and eligibility for state financial aid. If you do
                             not have a Residency Certification Number (RCN) or do not remember your RCN, you should visit www.ncresidency.org to obtain your RCN before submitting this
Enrollment Information ✅   application. Please note that the residency service will open in a separate window and uses your same CFNC username and password. You will be able to return to
                             the admissions application to enter your RCN once the residency determination process is complete. You will then be able to submit your application.
Educational Information ✅

Residency Determination ✅   What is your Residency Certification Number (RCN)? *

Student Statement ⭕ | 1101628794 |

Finish Application   ← Previous   ⬅ paste your RCN here and proceed to the Next   Next →

Save Application

Submit Application

NATALYA, if you have any technical questions, **click here.**

UNDERGRADUATE APPLICATION ✓

Name and Address ✓

Personal Information ✓

Enrollment Information ✓

Educational Information ✓

Residency Determination ✓

Student Statement ✓

Finish Application

Save Application

Submit Application

Application Submittal ☑

Asterisk * indicates required field

I certify to the best of my knowledge that the information given is true and complete. I understand that if found to be otherwise, it may be cause for delay or denial of admission, loss of credit, or dismissal. I therefore consent to the release of transcript(s) to Durham Technical Community College.

follow the instructions

Please enter your name below as you would sign an official signature. *

NATALYA ROMANOVA

← Previous   Next →

DURHAM TECH   **Durham Technical Community College Application**

Submit Application   Logout

UNDERGRADUATE APPLICATION ✓

Name and Address ✓

Personal Information ✓

Enrollment Information ✓

Educational Information ✓

Residency Determination ✓

Student Statement ✓

Finish Application

Save Application

Submit Application

Important Message

Every student must submit the application in order to become eligible to enroll in courses at Durham Tech. After submitting this application you will need to provide further documentation to the college in order to be officially admitted into your desired program. For further information visit Admissions Policies on our website.

If you wish to enroll in a class(es) but do not intend to complete a degree, diploma, or certificate, consult the Durham Tech website for Visiting Students and learn more about advising and registration.

Please select "No Payment" and submit your application electronically to Durham Technical Community College.

Payment Information

● No Payment Necessary

Submit Application

Press Submit button to proceed your application

← Previous

Congratulations! You have completed and submitted all the parts of the application (step #2 of the checklist)

You should receive a confirmation email with your Durham Tech Student ID in 1-10 business days. Check your email and spam folders for any emails from @durhamtech.edu.

After submitting your application, please refer back to the checklist to start to prepare all the other documents and to complete the remaining steps. https://www.durhamtech.edu/admission-steps-seeking-f-1

If you have additional questions, contact international@durhamtech.edu

revised 6/7/22