



*Consular Section  
Embassy of the United States of*

*Yaounde, Cameroon*

### **SCHEDULING YOUR APPOINTMENT**

The Kentucky Consular Center (KCC) will schedule your appointment as soon as you **complete your Form DS-260 online**, and once your Lottery Rank Number becomes current. Please **complete** your form as well as for your derivative family members as soon as possible. If you wait too long to turn in your application, you may miss the opportunity to apply for a visa.

**All applicants should attend their first appointment, even if some documents are not yet available.** If you cannot attend your initial interview, please inform the Embassy by emailing [consularyaounde@state.gov](mailto:consularyaounde@state.gov), including the reasons for having to reschedule. If a new appointment can be provided, you will be notified of your new date and time by e-mail. **If you do not attend your first appointment we cannot guarantee that a new one can be offered.**

You and all family members have **no more than 30 days from the initial appointment date to reschedule your appointment**, and may do so only one time. **If you do not yet have a passport, please come to your appointment with your national ID card.** Couples who married after the initial DV entry must appear together on the day of their interview.

### **ON THE DAY OF YOUR INTERVIEW:**

**> 7:30 AM: DV principal winner is required to DROP-OFF the supporting documents (including those for his/her derivatives, if any) and PAY the DV fees** (DV fee for the principal applicant and each accompanying family member. **THIS FEE IS CHARGED PER APPLICANT, AND IS NOT REFUNDABLE.** We do not accept US currency more than 10 years old. The consular exchange rate between the US dollar and the Central African franc (CFA) is posted at <http://yaounde.usembassy.gov/exchange-rate.html>. **You should pay money in connection with your diversity visa application only at your interview at the U.S. Embassy) at the consular cashier window N0. 1:**

**> 12:00 PM: DV principal and his or her derivatives (if any), return to the consular section for an INITIAL INTERVIEW.**

**AUTOMATIC DISQUALIFICATION WARNING:** If you did not declare your spouse and all natural children, legally adopted children and stepchildren who are unmarried and under the age of 21 on the date of your electronic entry, your entry will be disqualified and you will not receive a visa. This applies even if the spouse or child does not currently reside with you or will not immigrate with you.

### **No refunds will be given once you pay the visa fee**

If you do not qualify for the diversity visa because of one of the factors discussed above, or for any other reason, please do not apply for a refund. **Once paid, the application fees are non-refundable, whether or not you receive a visa.**



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### **SPECIAL NOTE ABOUT FRAUD**

Presenting fraudulent information or engaging in a sham relationship solely to immigrate to the United States will result in the denial of the diversity visa application and a permanent ban from entering the United States. The Embassy notifies Cameroonian authorities whenever local laws may have been violated, and those authorities have imposed jail time and other penalties in such cases. If you are being pressured to put your diversity visa application at risk by engaging in a fraudulent relationship, contact the Embassy directly at [consularyaounde@state.gov](mailto:consularyaounde@state.gov) with your concerns before your interview.

**YOU DO NOT HAVE TO HAVE A FINANCIAL SPONSOR IN THE UNITED STATES.** No applicant is initially required to present proof of sponsorship, though in some cases, a consular officer may ask for proof of financial support after your interview.

### **EDUCATIONAL ACHIEVEMENT AND WORK EXPERIENCE QUALIFYING FOR THE DIVERSITY VISA**

To qualify as a diversity immigrant you must meet ONE of the following requirements:

1. *Educational Achievement*: You must have completed a formal course of elementary and secondary education comparable to completion of 12 years elementary or secondary education in the United States.
- OR
2. *Work Experience*: You must have two years of highly skilled work experience within the past five years in an occupation requiring at least two years of training or experience to perform.

#### **APPLICANTS QUALIFYING BASED ON EDUCATIONAL ACHIEVEMENT**

In Cameroon, the education requirement means, at a minimum, attendance in primary and secondary school **for at least 12 years**, followed by successful completion of either:

- ***GCE Advanced Level Examination, passing at least 2 subjects (excluding Religious Studies) in one sitting OR***
- ***Baccalaureate***

**PLEASE NOTE:** *Alternative academic credentials, including Ordinary Levels, Probatoire, and CAPI, are NOT qualifying.*

#### **APPLICANTS QUALIFYING BASED ON WORK EXPERIENCE:**

You must demonstrate that you have worked in a highly skilled field that requires two years of professional training to do that same job in the United States. This implies an **extremely** high level of technical skills that very few workers possess. Many skilled workers such as registered nurses, drivers, mechanics, seamstresses, police officers and hairdressers **do not qualify**, even if they have more than two years of training.

To satisfy work experience requirements, you must clearly explain and document your job experience carefully and precisely. Consular Officers refer to the U.S. Department of Labor's O\*Net online database ([www.onetonline.org](http://www.onetonline.org)) to determine if an applicant's job skills meet the minimum skill level required by the diversity visa program.



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### **DOCUMENTS**

Please present the following documents in this order for each applicant when you appear for your interview:

- 1) Appointment letter
- 2) **DS-260 Confirmation page ( for principal winner and derivatives, if any)**
- 3) Passport with a minimum of 6 months validity remaining and photocopy of page 30 to page 31. Cameroonian applicants must present a biometric passport. **If you do not yet have a passport, please come in with your national ID card.**
- 4) One passport-sized photo for each family member traveling with you. Photo requirements are at the following website: <http://travel.state.gov/content/visas/english/general/photos.html>.
- 5) Original birth certificate and 1 photocopy, with translation
- 6) Original marriage certificate (if applicable) and 1 photocopy, with translation
- 7) Original death certificate (if applicable) and 1 photocopy, with translation
- 8) Original divorce decree (if applicable) and 1 photocopy, with translation, for all terminated marriages
- 9) Certificate of non-conviction (casier judiciaire) for all applicants age 16 and above, with translation. (Note: the certificate must be issued by a judicial court having jurisdiction over the place of residence or birth of the applicant. It must be issued within 3 months of the date of interview. One certificate of non-conviction covers the entire nation, so you do not need one from each place where the applicant has lived within Cameroon). If applicant has an arrest record, bring all court documents to the interview.
- 10) Certificate of non-conviction, with translation, from any other country than Cameroon where the applicant has lived for 12 months or more, if applicable.
- 11) Military certificate and one photocopy, if applicable
- 12) Qualifying education or work experience documentation: Original and 1 photocopy of high school diploma with translation and/or evidence of work experience, with translation. The applicant may also provide any other higher diploma with translation. Before you apply, please carefully read the information above on qualifying levels of education and work experience.
- 13) For family member applicants, proof of your relationship with the principal applicant (*such as photos together over a period of time*).
- 14) Medical Examination report from the panel physician, in a sealed envelope.



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## **PROOF OF RELATIONSHIP**

The civil document (birth certificate, marriage certificate or adoption decree) that establishes the relationship claimed in the approved petition (for IV applicants) or DV entry application (for DV applicants) is necessary but insufficient evidence of the relationship. Therefore, the beneficiary must submit credible secondary evidence that establishes a bona fide relationship with the petitioner.

For child to parent relationship (excluding stepchild to stepparent relationship), the beneficiary must submit primary school admission register, baptismal certificates and/or hospital/medical records.

For husband to wife relationship, the beneficiary must submit wedding photographs, especially those from the city town hall where the civil marriage took place.

In addition to the above documents and for other types of relationship (e.g. sibling to sibling relationship), the beneficiary must also submit photographs taken together over the years, telephone bills of calls to and from the United States, insurance records, weigh-in cards, letters received over the years (provided the envelope shows the sender and recipient's names and postmark), e-mails received and sent over the years, evidence of continued financial support from the petitioner (e.g. western union receipts), and any other documents to prove your relationship with the petitioner.