



*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 return your Form DS-230 (parts I and II). Please do so as soon as possible. Only a limited number of appointments are available and they will be provided on a first-come, first-served basis. **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 return e-mail. New appointments can only be offered while they are available. **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 apply together on the day of their interview.

**AUTOMATIC DISQUALIFICATION WARNING:** If you did not declare your spouse and all natural children, as well as all legally adopted children and stepchildren, who are unmarried and under the age of 21 on the date of your electronic entry you are automatically disqualified and will not receive a visa. This applies even if you are no longer legally married to the child's parent, and even if the spouse or child does not currently reside with you and/or will not immigrate with you,.

### **No refunds will be given once the fee is paid**

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. **Once paid, the application fees are non-refundable, whether or not you receive a visa.**

### **SPECIAL NOTE ABOUT FRAUD**

Presenting any 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 substantial penalties in such cases. If you are being pressured to put your DV entry at risk by engaging in a fraud 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.



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**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 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:

- **Advanced levels with 2 subjects (excluding religious studies) passed in one sitting OR**
- **Baccalaureate**

**PLEASE NOTE:** Study at technical and vocational schools does NOT count towards this educational requirement. 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 to determine if an applicant's job skills meet the minimum skill level required by the diversity visa program.

**DOCUMENTS**

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

- 1) Appointment letter
- 2) Passport with a minimum of 6 months validity remaining (*if necessary, please have your passport's validity extended prior to your appointment*) and photocopy of page 30 to page 31 for the new biometric version, or page 2 to page 5 for the old version. **If you do not yet have a passport, please come in with your national ID card.**
- 3) One passport-sized photo for each family member traveling with you. Photo requirements are at the following website: [http://travel.state.gov/visa/immigrants/types/types\\_1320.html](http://travel.state.gov/visa/immigrants/types/types_1320.html).



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- 4) Original birth certificate and 1 photocopy, with translation
- 5) Original marriage certificate (if applicable) and 1 photocopy, with translation
- 6) Original death certificate (if applicable) and 1 photocopy, with translation
- 7) Original divorce decree (if applicable) and 1 photocopy, with translation, for all terminated marriages
- 8) Certificate of non-conviction (cassiere giudicarie) 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. Please also note that one certificate of non-conviction covers the entire nation, and you do not need one from each place where the applicant has lived within Cameroon). If applicant has an arrest record, you should bring all court documents to the interview.
- 9) Certificate of non-conviction, with translation, from any other country than Cameroon where the applicant has lived for 12 months or more, if applicable.
- 10) Military certificate and one photocopy, if applicable
- 11) 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 attached policy on qualifying levels of education and work experience
- 12) For family member applicants, proof of your relationship with the principal applicant (*such as photos together over a period of time*).
- 13) Medical Examination report from the panel physician, in a sealed envelope.
- 14) 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 current consular exchange rate between the US dollar at the Central African franc (CFA) is posted at <http://yaounde.usembassy.gov/consularexchangerate.html>. **The only time you should make a payment in connection with your diversity visa application is at your interview at the U.S. Embassy.**

At your interview, you will be provided these additional documents:

- 1) Statement by applicants of marriageable age (age 16 and above)
- 2) Notice of duty to register with U.S. Selective Service System (men between the ages of 18 and 25)