

U.S. Department of State
Kentucky Consular Center
3505 North Highway 25W
Williamsburg KY 40769
U.S.A.

Dear

You are among those randomly selected for further processing in the Diversity Immigrant Visa program for the fiscal year 2010 (**October 1, 2009 to September 30, 2010**). Selection does not guarantee that you will receive a visa because the number of applicants selected is greater than the number of visas available. Please retain this letter and take it with you to your visa interview.

Approximately 100,000 individuals were registered for further processing. However there are **only** between **50,000 & 55,000** diversity visas available under the **FISCAL YEAR 2010 DIVERSITY VISA PROGRAM**. Therefore, it is most important that you carefully follow these instructions to increase your chances of possible visa issuance.

Please read and follow all the enclosed instructions very carefully. **ALL FORMS AND CORRESPONDENCE** must be sent to the Kentucky Consular Center at the above address. Please notify the Kentucky Consular Center of any change in address, addition or deletion of any family members, and any other information which you believe may effect your application.

PLEASE COMPLETE AND RETURN FORMS 230 PART I, 230 PART II, AND DSP-122 FOR YOURSELF AND FORMS 230 PART I AND 230 PART II FOR ALL ACCOMPANYING FAMILY MEMBERS TO THE KENTUCKY CONSULAR CENTER. WRITE THE CASE NUMBER IN THE UPPER RIGHT HAND CORNER OF EACH FORM. PLEASE MAKE SURE ALL BLOCKS ARE COMPLETED.

Please be advised that even though you send all of the above listed documents to the KCC, your case may not be scheduled for an interview appointment until a visa number is available. You will only be contacted by the KCC when a visa appointment is scheduled. Please do not call us to check when your case will be scheduled.

If it should be necessary to contact the Kentucky Consular Center by telephone **YOU MUST ALWAYS REFER TO YOUR NAME AND CASE NUMBER EXACTLY AS THEY APPEAR BELOW**. Your case number should be clearly written in the upper right hand corner of ALL documents and correspondence sent to the Kentucky Consular Center.

The Kentucky Consular Center telephone number is 606-526-7500
or send E-mail inquiry to KCCDV@state.gov



United States Department of State

Washington, D.C. 20520

Dear Selectee,

You are among those randomly selected for further processing in the Diversity Immigrant Visa program for fiscal year 2010 (October 1, 2009 to September 30, 2010). Please read and carefully follow these instructions. Visa issuance to you is not guaranteed, and there are numerous processing stages that must be completed before a selectee can be scheduled for interview. More entries are selected each year than there are available visas, and it is important that you complete and return the forms and documents listed in the instructions as quickly as possible.

Important Basic Diversity Visa Requirements:

The law creating the Diversity Immigrant Visa Program (DV Program) states that to qualify for a diversity visa, you must have a high school education, or its equivalent, or two years of work experience. A high school education means successful completion of a formal course of elementary and secondary education comparable to completion of a 12-year course in the United States. If you are qualifying with work experience, you must have two years of experience in the last five years in an occupation which, by U.S. Department of Labor definitions, requires at least two years of training or experience. The U.S. Department of Labor provides information on job duties, knowledge and skills, education and training, and other occupational characteristics at their website <http://online.onetcenter.org/>. The O*Net online database groups work experience into five "job zones." While many occupations are listed, only certain specified occupations qualify for the Diversity Visa Program. To qualify for a Diversity Visa on the basis of your work experience, you must, within the past five years, have two years of experience in an occupation that is designated as Job Zone 4 or 5, classified in a Specific Vocational Preparation (SVP) range of 7.0 or higher.

If you do not have either the required education or qualifying work experience, you are not eligible to be issued a Diversity Visa. Only you, as the principal applicant, must meet this requirement. Your spouse and children do not have to meet this requirement. Do not continue with this application if you do not meet the education or work experience requirement.

Instructions:

Step 1

Complete the following forms that are included in this packet:

Form DSP-122: (Supplemental Registration for the Diversity Immigrant Visa Program) – Only the Principal Applicant needs to complete Form DSP-122.

Form DS-230 Part I: (Application for Immigrant Visa and Alien Registration - Biographic Data Sheet) – Principal Applicant and all family members applying for a Diversity Visa must submit Form DS-230 Part I.

Form DS-230 Part II: (Application for Immigrant Visa and Alien Registration - Sworn Statement) Do not sign this form at this time. Principal Applicant and all family members applying for a Diversity Visa should submit an unsigned Form DS-230 Part II.

Note: Family members refer only to your spouse and unmarried children who had not reached age 21 before you entered the lottery. If you have had additional children since entering the DV lottery, or your immediate family situation has changed, include notification of these changes, with a copy (not an original) of the relevant birth certificate or marriage certificate, and all required forms when you return this packet to the Kentucky Consular Center (KCC).

Step 2

Submit one (1) photograph for yourself and for each family member applying for a Diversity Immigrant Visa. Ensure that the photos comply with the attached General Photo Requirements.

Step 3

Using the enclosed return address label, send all the completed forms and photographs for yourself and your family members to:

Department of State
Kentucky Consular Center (KCC)
3505 North Highway 25W
Williamsburg KY, 40769 USA

(Please note: Do not send any payments or funds to this address.)

Step 4

Obtain the following documents. It is strongly recommended that you begin this process early. Make one copy of each. Please do not send these to the Kentucky Consular Center. You will be required to bring these to your consular interview. You must also obtain English translations for all documents that are not in the English language. Your translation must include a statement signed by the translator that states the translator is competent to translate and the translation is accurate.

Required Documents:

- Birth certificates
- Police certificates
- Passports
- Deportation papers
- Court and prison records
- Military records
- Marriage certificates
- Termination of prior marriages
- Translations
- Evidence of required education or work experience

Enclosures:

1. DSP-122, Supplemental Registration for the Diversity Immigrant Visa Program
2. DS-230, Application for Immigrant Visa and Alien Registration, Part I and Part II
3. Attachment 1, General Photo Requirements
4. Attachment 2, Adjusting Status in the U.S.
5. Attachment 3, DV-2010 Processing Stages

Attachment 1 - General Photo Requirements

The photograph for each visa applicant must be a full face photo, as described below

- The photograph must have been taken within the last six months
- The photograph should be attached to the appropriate DS-230.

Photo Size

- The photo for each visa applicant submitted must measure:
 - 2 by 2 inches (roughly 50 mm square) with the head centered in the frame.
 - The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25 mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.

Photo Appearance

- The photograph must be a full-face view in which the visa applicant is facing the camera directly.
- The face should cover about 50 percent of the photo area.
- Side or angled views cannot be accepted.
- The photograph should be in color and must be taken against a white or off-white background. Photographs with dark, busy, or patterned backgrounds cannot be accepted.
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side. It is preferable that ears be exposed.
- Head coverings and hats may only be worn in photographs if they are required by religious beliefs. Such coverings and hats should not cover any portion of the applicant's face.
- Sunglasses or other wear which detracts from the face can only be worn in photographs if required for medical reasons (an eye patch, for example).
- Photographs depicting a person wearing a traditional facemask or veil that does not permit adequate identification cannot be accepted.
- Photographs of military, airline or other personnel wearing hats cannot be accepted.
- Photographs of applicants wearing tribal, national costume, or other headgear not specifically religious in nature cannot be accepted.

Digital Photos

Digitally reproduced photographs must be reproduced without discernible pixels or dot patterns. Photocopied photographs cannot be accepted.

If you are in the United States, you may be eligible to apply to the U.S. Citizenship and Immigration Services (USCIS) for adjustment of status. The option to adjust status may not be available to all applicants. To determine whether or not you may adjust status you must contact USCIS. If USCIS confirms your eligibility to adjust status you should take this packet of documents to your local USCIS office. USCIS will provide instructions on how to proceed. It will not be necessary for you to contact KCC for any further information or instructions if you apply to adjust status in the U.S.

If your spouse and/or children live outside the United States, they may be eligible to apply for immigrant visas under the Diversity Visa program at a U.S. Embassy or Consulate General. However, the Embassy/Consulate cannot process your family members' applications until notification is received from USCIS advising that you have adjusted status. USCIS will not automatically notify the embassy or consulate that you have adjusted status and that your family members will apply abroad for their visas to join you. You must request USCIS to notify the embassy or consulate where your family intends to apply. The embassy or consulate must also be notified of the address where your family members can be contacted to schedule an interview.

Please remember that your spouse and/or children must apply for and be issued immigrant visas before the Diversity Visa program ends on September 30, 2010. Ensure that the embassy or consulate receives notification from USCIS in time to process the visas before the end of DV-2010. They will not be eligible to apply for or be issued visas under this program after the closing date. For additional information on adjusting your status in the United States, please refer to www.uscis.gov.

If USCIS determines that you are eligible to adjust status you will be required to pay a non-refundable diversity visa fee directly to the Department of State. This fee is assessed to cover the cost incurred by the Department in running the DV Program and is separate from any fees you will need to pay USCIS as part of your adjustment application. You must pay the diversity visa fee for yourself and for each member of your immediate family who plans to adjust status with you in the United States.

Family members living overseas will pay the diversity visa fee at the embassy/consulate where they will receive their visa. The fee for these family members must not be paid in the United States.

Please consult the Fee Schedule at <http://travel.state.gov/visa/vofees.html#perm> for the most current fee information.

You must complete payment of the diversity visa fee before processing of your case can continue. Follow the instructions on the attached page labeled "Adjustment of Status Fee Payment." Bring the receipt that is mailed back to you to your interview at USCIS. Please include your DV case number on your cashier's check or postal money order. The address on the attached receipt form should be used only for fee payment.

Adjustment of Status Fee Payment

Include:

1. This form with all information completed.
2. A cashiers check or postal money order for the correct DV fee amount, with the DV case number noted on the cashiers check or money order.
3. A self-addressed stamped envelope

Mail to:

U.S. Department of State
Diversity Visa Program
P.O. Box 979079
St. Louis, Missouri 63197-9000

DV Program Case Number: _____

Selectee Surname _____

Selectee Given Name _____

Address _____

City: _____ State: _____ Zip Code: _____

Payment for _____ persons adjusting status in the U.S.
(Number of Persons)

Total Amount enclosed _____ (Fee amount times the number of
persons adjusting status in the U.S.)

Stage 1: October 2 – December 1, 2008; Electronic entry form is completed.

Stage 2: December 2008; the lottery process is run electronically and all entries are randomly numbered within each region.

Stage 3: April 2009 – June 2009; KCC sends Selectee notification letters.

Stage 4: April 2009 -- June 2010; Selectees become qualified for further processing by completing the DS-230 paperwork and returning it as directed. After all paperwork has been submitted, selectees should only contact KCC to report a change of address or change in your family's status, such as death, marriage, divorce, or the birth of a child.

Stage 5: October 1, 2009 – September 30, 2010; Selectees are scheduled for interview once they are documentarily qualified and a visa is available. At this point, Selectees will receive a letter with the date, time, and location of the interview, along with detailed further instructions regarding the medical examinations and a reminder regarding the documents that must be brought to the interview.

Stage 6: October 1, 2009 – September 30, 2010; Selectees appear for interview. DV application fees must be paid before the interview and are nonrefundable. A current list of fees can be found at http://travel.state.gov/visa/temp/types/types_1263.html#perm. Applicants are either issued or refused visas. The process ends here for applicants whose visas are refused.

Stage 7: Before the expiration date of the issued visa; issued applicants travel to the U.S. and apply for entry in their DV category. U.S. Customs and Border Protection (CBP) allows issued applicants to apply to enter the U.S. Upon admission to the U.S., Issued applicants become legal permanent residents of the United States.