



# INTERPRETER ACCESS REQUEST

How to arrange in advance for an interpreter to attend your interview at the U.S. Consulate in Kraków.

## WHEN TO SEND

At least **5–7 business days** before your interview: the consulate needs time to review the request and reply.

## IMPORTANT

Send the email **from the same address your visa account is registered with**, otherwise the request may not be matched to your appointment.

## WHAT TO DO

1

**Send an email to**

**[support-poland@usvisascheduling.com](mailto:support-poland@usvisascheduling.com)**

2

**Fill in the highlighted fields in the template**

Your first name and surname in Latin letters — exactly as in your passport — and the date and time of your interview. Write the date in the U.S. format: month/day/year, for example **10/27/2026**. The time as in your appointment confirmation, for example **09:30**.

3

**Attach the interpreter's passport**

A scan or photo of the passport page with the photo (Alan Matviienko).

4

**Check before sending**

The interpreter's name must match the passport letter for letter. No highlighted field may be left in the email.

## EMAIL TEMPLATE

Copy the text and replace the highlighted fields with your details.

**Subject:** Interpreter Access Request for Visa Interview

Dear Sir or Madam,

I would like to request permission for an interpreter to accompany me to my upcoming visa interview at the U.S. Consulate General in Krakow.

Applicant's full name (as in passport): **first name and surname as in your passport**

Interview date and time: **date: month/day/year** at **interview time**

Interpreter's full name (as in passport): Alan Matviienko

Interpreter's passport copy: attached

Purpose: Assistance with interpretation during the interview, as I am not fluent in English or Polish.

I kindly ask you to confirm whether the interpreter will be allowed to accompany me on the scheduled interview date.

Thank you in advance for your assistance.

Sincerely,

**first name and surname**