

# How to Transfer Your Moscow Case to Poland, and How to Travel to Poland: A Step by Step Guide

## Step 1: Request a Case Transfer to Poland

1. E-Mail [publicwaw@state.gov](mailto:publicwaw@state.gov) with a transfer request. Include your MOS number, beneficiary name, and petitioner name.
2. If you are approved, you should receive an email confirmation from Public Warsaw stating that they will “request your case”.
3. Check your case status in CEAC every day after transfer approval, using your MOS case # until you receive a message in red stating: “Your search did not return any data.” This message means that your MOS number does not exist anymore, and you have a new case number. You may call the NVC to ask for your new case number when you see the message in red. Your new case number will begin with “WRW0000000000”.
4. The contact number for the NVC (Immigrant Line) is 603-334-0700, open from 7am-12am Eastern Standard Time. It is best if you call right at 7am, so you are not on hold for a long time.

## Step 2: Translate Your Documents

Translate any required documents that are in Russian (Birth Certificate, Police Certificate, Vaccination Records). Translations DO NOT have to be notarized, but they DO need to be translated by a certified translator.

## Step 3: Schedule your Interview Appointment, and AFTER schedule your Medical Exam

After your case status in CEAC changes to “In Transit”:

1. It takes 1-3 days before your status will change to “Ready” after it has been shipped.
  - a. This is because the embassy in Warsaw will receive your electronic petition, however you cannot attend the interview before the embassy receives your physical petition.
  - b. They need your PHYSICAL file to process your visa so do not schedule an interview before you are at least 99% certain your physical file is there.
2. Shipping from the US to Poland takes 1-2 weeks, so your case should hopefully arrive there 1-2 weeks after your case status turns to “In Transit”.
3. Once your case arrives in Poland, the embassy will **mail** your fiance(e) in Russia an instruction package which takes SEVERAL WEEKS to arrive at your home. The embassy expects you to **not** schedule an interview until you receive the instructions package, which again, takes **several weeks if not months to arrive in Russia**, however many people have scheduled interviews without waiting for the instructions package.

4. How to know when your case has arrived at the embassy in Poland **without waiting** for the mailed instructions package:
- a. You can email the embassy ([ImmigrantVisasWarsaw@state.gov](mailto:ImmigrantVisasWarsaw@state.gov)) and ask them if your case has arrived, however they will most likely ignore your email.
  - b. Or you could email them a scan of your NEW letter of intent to marry and tell them it's new and ask them to add it to your file, in which case if your physical file has arrived in Warsaw they will reply and tell you that they will update your records, whereas if your physical petition DID NOT arrive in Warsaw they would reply and tell you so. So this is a good way to know for sure if your physical petition has arrived in Warsaw.
  - c. Another way to tell if it has arrived is by checking your "Case Last Updated" dates in CEAC:
    - i. You will get two updates in CEAC after your case arrives in Warsaw and that's your indicator that your case arrived because they will do an IMBRA check on your petition when it gets there.
    - ii. You can sort of tell when the IMBRA check has been completed by checking your status in CEAC every day after transit, until you see your "Case Last Updated" date change the 2nd time.
    - iii. For example:
      1. My case turned to "Ready" on May 13th.
      2. Then on May 25th I saw my case was last updated, which most likely means IMBRA was initiated. My case was once again last updated on May 27th. So on May 27th they most likely finished my IMBRA check and also most likely mailed our instruction package. This told me that I can schedule an interview appointment since I was 99% sure my physical case was there. This is a bit of a gamble, however if your case had not arrived in Warsaw, you should not have had any changes to your "Case Last Updated" date.
      3. So far this has been the case for everyone who has had their case shipped to Poland, and it's the best advice I can give you as to how to schedule an appointment at the right time without having to wait for the mailed letter.

You must schedule your Interview & Medical Exam before Step 5, because Step 5 requires you have official appointment confirmation proof. The medical exam AND lab work MUST be done in Warsaw, Poland. You CANNOT do them in Russia.

#### **1. Schedule Interview Appointment:**

- First, you MUST change your USTravelDocs account from Russia to Poland to have access to the US Embassy Poland Calendar. You can call +7 (495) 745-33-88 to transfer your USTravelDocs account, or you can e-mail [support-russia@ustraveldocs.com](mailto:support-russia@ustraveldocs.com) to have it changed from Russia to Poland. You will need to provide them your name, passport number,

and your NEW Case Number for Poland in order for them to be able to change your account from Russia to Poland.

- Once your USTravelDocs account has been changed to Poland, login and pay the MRV fee. Instructions to pay the fee:  
<https://www.ustraveldocs.com/pl/pl-niv-paymentinfo.asp>
- After you pay the MRV fee, you will see you can now schedule an interview appointment on USTravelDocs. After scheduling, save your appointment confirmation letter as a PDF on your computer, you will need this for several things.

## **2. Schedule Medical Exam:**

The medical is scheduled directly with the Doctor's Office by e-mailing or calling them. The medical exam should be scheduled 6 to 10 days **BEFORE** your interview.

Contact Information for Doctor's Office:

Andrzej Gajer, M.D. Wilanow Family Practice

37/90 Kosiarzy St., Warsaw

Phone: +48 22 642 7404,

Cell Phone: +48 602 268 826

Office hours: Monday through Friday 11:00-18:00; Saturdays 9:00-12:00.

E-mail: [andrzej.gajer@wilanowfamilypractice.pl](mailto:andrzej.gajer@wilanowfamilypractice.pl);

Website: [www.wilanowfamilypractice.pl](http://www.wilanowfamilypractice.pl)

## **Step 4: Apply for a Greek Visa**

Obtaining a Greek visa will vary depending on where you live. Apply for the Greek visa AFTER you have scheduled your interview appointment AND medical exam in Poland, so that you know the dates for which you need the Greek Schengen Visa. I advise you to work with a local travel agency to identify what documents you need in order to apply for the Greek Schengen visa and also to help you fill out the application for the Greek Schengen visa if needed. To actually APPLY for the visa itself, I recommend you use the following visa center. You can apply in-person in Moscow, or apply online, processing times will vary depending on the method through which you apply (in-person vs. online) and the time when you apply (around a holiday vs. not around a holiday): <https://ru-gr.gvcworld.eu/en/all-you-need-to-know-to-apply-for-a-visa>

## **Step 5: Request Clearance to Travel Directly to Poland**

Border clearance has to be requested from MID ru. MID is the Ministry of Foreign Affairs of the Russian Federation which is located in Warsaw. Think of it like a consular office in Poland for Russian citizens. You ask MID ru for border clearance because THEY reach out to the Polish Border Control office on YOUR BEHALF. When you send them an email with all of the following documents below, MID then forwards your documents and request for border clearance to the Polish Border Control Office, who then sends MID your clearance, and at last MID sends you

the clearance. Think of MID as your “representative”, “spokesperson”, or third party who helps you obtain border clearance.

**AFTER** you have ALL of the following in your hand:

1. Medical exam confirmation letter (you need to request this from dr’s office via email)
2. Interview confirmation letter
3. Flights to and from Poland
4. Hotel booking confirmation
5. Scan of valid Schengen visa in your passport
6. Scan of Russian International Passport page which has your schengen visa in it

Attach **ALL** of the above to an email addressed to: [Warsaw@mid.ru](mailto:Warsaw@mid.ru)

Write in the email that you are requesting a border clearance letter so that you can enter Poland and attend your US immigrant visa appointment. Make it clear in the email that you are **NOT** applying for a tourist visa or any other non-immigrant visa. Also mention that you know they helped several other people in the same situation and you need help too.

### **Step 6: Flying to Poland**

You must have a negative coronavirus test done within 48 hours of travel to Poland. You also **MUST** get a coronavirus test done at the airport in Poland. If you do not have a negative test done in Poland, you **MUST** quarantine for 10 days. The test can be done either before crossing the border, or after crossing the border. They have multiple testing centers at the airport in Warsaw.

For crossing the border in Warsaw, have the following ready to present to the Customs Officer if he asks for proof:

1. Medical Exam Confirmation Letter
2. Interview Appointment Confirmation Letter
3. Hotel/Apartment Booking Confirmation
4. Copy of Email **to** MID ru
5. Copy of Email reply **from** MID ru
6. Copy of Border Clearance Letter

### **Step 7: Going to the Lab and then attending the Medical Exam in Poland**

For the Lab visit you need ALL of the following:

1. Need original passport
2. Need at least \$27 for the blood work and x-ray, maybe more.
3. Need one color photograph (5 cm x 5 cm, or 2 inch x 2 inch).
4. You do not need an appointment, show up here early in the morning on the day of your medical exam so your results can be ready by 11am - noon. You must pick up

your lab results 3 hours after you get them done here and take them with you to your medical exam appointment so the doctor can review them and include them in your medical report for the embassy.

5. Contact Information:
  - Central X-Ray Laboratory -- 9 Waryńskiego St., Warsaw -- Phone +48226212349, +48226251590 -- Open between 7:00-18:00.

For the Medical Exam you need ALL of the following:

1. Need original passport
2. Need translation of your vaccination record, if you are missing any vaccines the doctor will give them to you during the medical appointment for a fee
3. Need three color photographs (5 cm x 5 cm, or 2 inch x 2 inch)
4. Need at least \$110 to pay for the medical exam, more if you need to get any missing vaccines
5. Urine test will be done here
6. Ask the doctor if he will mail your medical results directly to the embassy once they are ready, or if you need to pick them up and deliver them yourself when you have your interview at the embassy. Medical results take between 5-10 days to be ready.
7. Contact information:
  - Andrzej Gajer, M.D. -- Wilanow Family Practice -- 37/90 Kosiarzy St., Warsaw -- Phone +48226427404, cell phone +48602268826

### **Step 8: Attending the Interview**

The day before your appointment, arrange the following documents in a folder, in the following order:

1. Passport (first thing at the top of the folder)
2. Interview appointment confirmation letter
3. Two color photographs
4. DS-160 confirmation page
5. Visa Fee Payment Receipt
6. Birth Certificate original and copy of original
7. Birth Certificate translation and copy of translation
8. Police Certificate original
9. Police Certificate translation
10. Medical examination if you have to pick it up from doctor, if not skip this
11. All financial documents (bank letter, employment verification letter, pay statements, W2, IRS Tax Return Transcript, Bank deposit summary, and the I-134 form at the top of the pile)
12. Evidence of relationship (texts and calls, photographs, etc..)
13. Letter of intent to marry

14. Letter from NVC that your case is in transit to Warsaw (last thing at the end of the folder)

Attending the Interview:

1. Outside the Embassy there is a window where you need to go with your passport. They will put a sticker on it showing your visa category and they will tell you to go windows 1-4 once you get inside.
2. Once you go in, you might go to window 1 (if that is the only open one, or whichever window you are instructed to go to) where they will most likely take your:
  - DS-160 confirmation page
  - confirmation of interview appointment
  - Passport
  - 2 pictures
  - police report
  - birth certificate
  - and your financial documents.
  - You may be asked a few additional questions by the consular officer here as well.
3. You will then receive forms about your immigrant rights to read and then be instructed most likely to take a seat (for like 30 minutes maybe) while the consular officer prepares your documents.
4. Then, you will be called again for fingerprinting.
5. After, you will receive a number and be told to go to another window where they will call you by that number.
6. You will be called by your number and have the actual interview with the consul where you will be asked a variety of questions. This part can take between 3-5 minutes, up to 15 minutes depending on your case.

**Step 9: Get your Visa**

If your application is approved, your passport (including your visa) will be returned to you via the Mail Boxes Etc. (MBE) Pick-up Option: Your passport with visa will be available for pickup at a designated MBE office, usually within 1-5 working days from your visa interview. You will receive a confirmation by text message or e-mail that your passport has arrived at the MBE pickup location. From that point, you have 10 working days to pick up your passport. This option is free of charge.

**Please note** that to collect your passport at one of the Mail Boxes Etc. offices, you **MUST** present a government-issued photo ID, have a SCAN of your passport ready to use as a form of identification to pick up your original passport.

MBE Address where you will pick-up your passport: **ul. Wiertnicza 115 Warszawa, 02-952**