

## Submitting a Transfer Request

1. Use your Common Access Card (CAC), DoD Self-Service Logon (DS Logon), or DFAS Account (myPay) to sign in to the milConnect portal application: <http://milconnect.dmdc.mil>

When the milConnect Home page displays, select **Education** → **Transfer of Education Benefits (TEB)** from the menu bar.

When the TEB page displays, your family members are listed in the table under the **List of Family Members** section.

**Note:** If a family member is not eligible for DEERS benefits, and thus is not eligible to receive transferred benefits, the word “ineligible” will display in the Relation column to the right of your relationship to that family member.

2. To transfer benefit months to a family member, do the following:
  - Locate the name of the appropriate family member in the table.
  - From the **Months** drop-down list, select the number of months (0 to 36) to transfer.
  - Optionally, enter an **End Date** in YYYY-MM-DD format.

Repeat this process for each family member.

3. Once transfer Months have been assigned to your family members, you must submit your transfer request for approval by doing the following:
  - Select the “Post-9/11 GI Bill Chapter 33” radio button in the **Select the educational program from which to transfer benefits** section.
  - Select all the boxes in the **Transferability of Education Benefits Acknowledgements** section to indicate that you have read and understand each statement.
  - Click the **Submit Request** button.

If the submission is successful, a **Confirmation** message displays.

After you have submitted your transfer request, the **Sponsor** information section at the top of the TEB page updates to show that the Status is now *Submitted*. The Status Date is blank and will remain blank until a Service Representative approves, rejects, or sets your request to a pending status.

To track the status of your request, you will need to return to the TEB page to check the ‘Status’ in the **Sponsor** information section. Once your transfer request is approved, the status will be updated to *Request Approved*, and the approval Status Date will be set to the date the Service Representative approved the request.

4. Once your transfer request is approved, your request data is sent to the Department of Veterans Affairs (DVA). Each family member must first apply for a certificate of eligibility from the DVA before they can use their transferred benefits. Once the DVA receives the request data and VA Form 22-1990E, they will be able to process your family members’ requests to use their benefits. The application for the certificate of eligibility (VA Form 22-

1990E) can be found through the Department of Veterans Affairs' VONAPP Web Site (<http://vabenefits.vba.va.gov/vonapp/main.asp>). A paper form is also available at <http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>. Or you can call the DVA for Education Benefits information at 1-888-GIBILL1.

5. After receiving their certificates of eligibility from the DVA, your family members must provide the certificates to the school.
6. If your family members do not receive their certificates of eligibility from the DVA before they enroll in school, they should ask the veterans' certifying official at the school to submit to the DVA an enrollment certification for the academic term.

Tuition will be sent directly from the DVA to the school. Children are eligible for the monthly living stipend and/or the books and supplies stipend while you are serving on active duty. Your spouse is eligible for the books and supplies stipend, but not the monthly living stipend, while you are on active duty, because both you and your spouse are already receiving the Basic Allowance for Housing (BAH). If you are not currently serving on active duty, then both your spouse and children are eligible for the monthly living stipend and/or the books and supplies stipend.

**Note:** Active duty Service Members and their spouses can continue to use their benefits up to 15 years after the Service Members are last released (discharged or retired) from active duty. Selected Reserve Service Members and their spouses can continue to use their benefits up to 15 years after the Service Members are released from their last active duty period of at least 90 days. Children can use their benefits until their 26<sup>th</sup> birthdays.