

How to Submit a Transfer Request

1. Use your Common Access Card (CAC) or DoD Self-Service Logon (DS Logon) 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 portlet page displays, your family members are listed in the table under the **List of Family Members** section.

Please 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.
 - Optional: Enter an **End Date** in YYYY-MM-DD format.

Repeat this process for each family member.

Please note:

- If you have never received VA education benefits you should have 36 months of benefits available to transfer.
 - If you previously received benefits under the Montgomery GI Bill (MGIB) and you wish to find out how many months of benefits you have remaining, you can call the VA at 1 888- 442-4551. If you have remaining entitlement under the Montgomery GI Bill that is the number of months of benefits you will have available under the Post-9/11 program.
 - If you used all of your benefits under the MGIB you may still receive up to 12 months of benefits under the Post-9/11 GI Bill. This is because the VA allows service members to receive up to 48 months of benefits under combined programs.
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.

4. U.S. Public Health Service commissioned officers must complete the Transferability Commitment Form ([PHS-7082](#)) to acknowledge your additional service commitment. The form can be found in the Forms section of the CCMIS website at <http://ccmis.usphs.gov/ccmis/> under [Education Benefits](#). The form must be signed and notarized. You must return the form via mail to the following address:

Division of Commissioned Corps Personnel and Readiness
ATTN: TEB
1101 Wootton Parkway, PL, Ste. 100
Rockville, MD 20852

The Service Representative will review your eOPF for any pending administrative actions, if there are none; your request will be approved. You will receive notification via email.

Please note: TEB requests will not be approved until all pending administrative actions are resolved.

5. 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 he or she can use the transferred benefits. Once the DVA receives the request data and VA Form 22-1990E, the DVA will be able to process your family members' requests to use the benefits. The application for the certificate of eligibility (VA Form 22-1990E) can be found through the Department of Veterans Affairs' VONAPP website at <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.
6. Once the certificate of eligibility is received from the DVA, your family member must provide the certificate to his or her school.
7. If a certificate of eligibility is not received before school enrollment, the family member should go to the school's veterans' certifying official. The veterans' certifying official should submit an enrollment certification to the DVA for the academic term.

Receiving Benefits:

- Tuition funds will be sent direct 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. This is 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.

Please Note: If you are an active duty service member, you and your spouse can continue to use benefits for up to 15 years after you are last released (discharged or retired) from active duty. Children can use benefits until their 26th birthdays.