Submitting a Transfer Request

1. Use your CAC card, DoD Self-Service Logon, or DFAS pin (myPay) to log on to the DoD Transfer of Education Benefits (TEB) Web application: https://www.dmdc.osd.mil/TEB/

When the Submit Transfer Request (Home) 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, an **N/A** instead of a **Yes** link appears in the Transfer column for that family member.

2. To transfer benefit months to a family member, locate the name of the appropriate family member in the table and click **Yes** in the Transfer column. The Transfer Months page displays.

3. On the Transfer Months page, specify a Transfer Begin Date, an optional Transfer End Date, and the number of Transfer Months, then click **OK**. Repeat this process for each of your family members.

**Note:** Spouses can use their benefit for 15 years after the member separates/retires; children can use their benefits until their 26th birthday.

4. Once you have transfer months assigned to each family member, you must submit your transfer request for approval by doing the following in the Submit Transfer Request (Home) page:

- Select the “Post-9/11 GI Bill Chapter 33” check box in the Education Benefit Program section.

- Select all the boxes in the Transferability of Education Benefits section to indicate that you have read and understand each statement.

- Click the **Submit Request** button.

If the submission is successful, a Submit Confirmation page displays. Click the **Return to Editing** button in this page to return to the Submit Transfer Request (Home) page.

After you have submitted your transfer request, the **Information** section at the top of the Submit Transfer Request (Home) 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.
5. To track the status of your request, you will need to return to the TEB Web Application to check the ‘Status’ in the **Information** section. Once your 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. An Approval Form also becomes available once your request is approved. It will look like this:

![Approval Form](image)

Click **Approval Form** to view or print the approval confirmation.

6. Once your transfer request is approved, your request data is sent to the Department of Veterans Affairs (VA). Each family member must now apply to use their transferred benefits. The application can be found on the Department of Veterans Affairs’ VONAPP Web Site (http://vabenefits.vba.va.gov/vonapp/main.asp). Or you can call the VA for Education Benefits information at 1-888-GIBILL1 (1-888-442-4551). Once the VA receives the request data and VA Form 22-1990E, they will be able to process your family members’ requests to use their benefits. If approved, the VA will then send a Certificate of Eligibility (COE) to the student in the mail.

7. After receiving their COE from the VA, your family members must then submit a copy of the COE to the School Certifying Official after the student has enrolled in classes.

8. If your family members do not receive their COE from the VA before they enroll in school, they should contact the school’s Veteran Services Office or the VA School Certifying Official.