

**Transfer of Education Benefits (TEB)
Application
v. 5.02
User Manual**

Abstract This guide describes how to use the Transfer of Education Benefits (TEB) Application, which allows Service Members to transfer their education benefits to their family members.

Document Date 01 May 2014

Document Version 5.2

Document History

Document Version	Date	Description
1.0	27 August 2010	First release. App. ver. 1.00.014.
2.0	16 December 2010	Updated for changes up through app. ver. 2.00.001.
3.0	27 May 2011	Updated for changes up through app. ver. 3.00.018.
4.0a	29 July 2011	Updated for changes up through app. ver. 4.00.002.
4.0b	3 December 2011	Updated for changes up through app. ver. 4.01.006.
4.2	14 January 2012	Updated for changes up through app. ver. 4.02.009.
4.3	18 February 2012	Updated for changes up through app. ver. 4.03.002.
5.2	01 May 2014	Updated for changes up through app. ver. 4.04.004.
5.2	01 May 2014	Updated for changes up through app. ver. 5.02.002.

Table of Contents

1.0 Overview of TEB	1
1.1 Safeguarding Confidential Information	1
1.2 Privacy Act Notice.....	1
2.0 Summary of Application Functions	2
3.0 Education Benefit Programs	3
4.0 Eligibility Requirements.....	3
4.1 Eligible Service Members.....	3
4.2 Eligible Family Members	4
4.3 Usage Eligibility	5
5.0 Using Transferred Benefits.....	6
6.0 Working with TEB.....	7
6.1 Initiating a Transfer Request	9
6.2 Adding a Family Member to a Transfer Request	10
6.3 Editing a Transfer Request	11
6.4 Revoking Transferred Months	12
6.5 Submitting and Resubmitting Transfer Requests	13
6.5.1 Submitting an Initial Transfer Request	13
6.5.2 Submitting a Modified Transfer Request.....	14
6.5.3 Resubmitting a Rejected Transfer Request	15
6.6 Checking the Status of a Transfer Request	16
6.7 Printing Your Approval Confirmation Form	16
7.0 Requesting Assistance	17
Appendix: Approval Confirmation Form	18

1.0 Overview of TEB

The Transfer of Education Benefits (TEB) Application, or simply TEB, allows current Service Members to submit requests to transfer their education benefits to one or more of their family members. TEB also allows current and separated Service Members to modify transfer requests that have already been submitted.

Note: Separated Service Members can modify their transfer requests after separating from the Service only if they have a valid Common Access Card (CAC), DoD Self-Service Logon (DS Logon), or DFAS Account (myPay). Service Members who do not have a DS Logon and are nearing their obligation end date (separation date) should request a DS Logon before separation.

A companion application, the Transfer of Education Benefits for Service Representatives (TEB-SR) Web Application, allows Service Representatives to verify and either approve or reject Service Members' transfer requests. Approved transfer requests are sent via database replication to the Department of Veterans Affairs (DVA) for claims processing and administration of benefits.

This document describes the features of TEB.

1.1 Safeguarding Confidential Information

Only users authorized by the Defense Manpower Data Center (DMDC) may access TEB. Furthermore, only authorized users may view information or be informed in any way of information available in TEB. Every authorized user must safeguard the confidentiality of such information at all times to comply with the Privacy Act of 1974. Before leaving your PC unattended, be sure to log off the application. You can also lock your workstation for added security. See your system administrator for instructions.

1.2 Privacy Act Notice

Due to Privacy Act considerations, protected information such as names, Social Security Numbers (SSNs), and birth dates have been fabricated for the examples in this document.

2.0 Summary of Application Functions

The functions and roles of Service Members and Service Representatives in TEB and the TEB-SR Web Application are as follows:

Service Members can use TEB to perform the following functions:

- Current Service Members on Active Duty or serving in the Selected Reserve can initiate and modify their requests to transfer education benefits to one or more family members. Separated Service Members and Individual Ready Reserve members can modify the transfer requests they submitted prior to their separation. Modifications to a transfer request include:
 - Editing the transfer months or the transfer end dates for family members.
 - Revoking the benefits (months) transferred to family members once a request has been approved.
- Current Service Members on Active Duty or serving in the Selected Reserve can add family members to an existing transfer request. (Separated Service Members and Individual Ready Reserve members cannot add family members.)
- Both current and separated Service Members can check the status of their submitted transfer requests.
- Both current and separated Service Members can print approval confirmation forms once their requests have been approved.

Service Representatives can use the TEB-SR Web Application to perform the following roles and functions (which are described in the *Transfer of Education Benefits Web Application for Service Representatives User Manual*):

Act as an application reviewer to:

- Approve or reject requests to transfer education benefits.

Act as a surrogate for a Service Member to:

- Initiate or modify transfer requests on behalf of current Service Members on Active Duty or serving in the Selected Reserve and modify transfer requests on behalf of separated Service Members and Individual Ready Reserve members. Modifications to a transfer request include:
 - Editing the transfer months or the transfer end dates for family members.
 - Revoking the benefits (months) transferred to family members once a request has been approved.
- Add family members to the transfer requests of current Service Members on Active Duty or serving in the Selected Reserve.

- Check the status of transfer requests submitted on behalf of current and separated Service Members.
- Print approval confirmation forms on behalf of current and separated Service Members.
- Generate transfer request reports by status (Submitted, Request Approved, Request Rejected, or Pending Review) or by status date then export them.

Note: A Service Representative's application access level determines what functions he or she can perform in the TEB-SR Web Application. Some Service Representatives may not be able to approve or reject transfer requests, or act as a surrogate, or either.

3.0 Education Benefit Programs

When you submit your transfer request, the Post-9/11 GI Bill program must be selected. You may be eligible for multiple education benefit programs, but currently the Post-9/11 GI Bill program is the only education benefit program that TEB and the TEB-SR Web Application support. By initiating a transfer request under the Post-9/11 GI Bill, you are making an irrevocable decision to convert over to that education benefit program.

4.0 Eligibility Requirements

You must meet specific eligibility requirements in order to transfer education benefits (months) to your family members. Your family members must be both eligible to receive transferred benefits and subsequently to use those benefits.

Note: For more information on eligibility requirements, refer to the Transferability Fact Sheet available at http://www.defense.gov/home/features/2009/0409_gibill/. If you have questions about the status of your transfer request or about the information displayed in TEB, please contact your command career counselor, educational officer, or retention officer (see 7.0, "Requesting Assistance" on page 17 for more information).

4.1 Eligible Service Members

You are eligible to transfer benefits under the Post-9/11 GI Bill if you meet one of the following program start date requirements:

- You are a member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) and were in the service on 1 August 2009 or joined after that date.

Note: The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

- You are a Uniformed Service member of the Public Health Service (PHS) and were in the service on 1 August 2011 or joined after that date.
- You are a Uniformed Service member of National Oceanic and Atmospheric Administration (NOAA) and were in the service on 1 September 2011 or joined after that date.

If you meet one of the above program start date requirements, you must also meet one or more of the following requirements:

1. You have at least six years of service in the Uniformed Services on the date you elect the Post-9/11 GI Bill program and agree to serve an additional four years in the Uniformed Services from that date.
2. You have at least ten cumulative years of service in the Uniformed Services (active duty and/or Selected Reserve) on the date of election, are precluded by either standard policy (service or DoD) or statute from committing to four additional years, and agree to serve for the maximum amount of time allowed by such policy or statute.

4.2 Eligible Family Members

If you are eligible to transfer benefits to your family members, your family member must meet the following requirements before education benefits (months) can be transferred to them:

- They are reported in the Defense Enrollment Eligibility Reporting System (DEERS) and are eligible for benefits as defined by law. Only current spouses are eligible. By law, children under 21 years of age are eligible. Children are defined as natural children, step children (the children of your current spouse), pre-adoptive and adopted children. Foster children and wards are not eligible regardless of age (Title 38, USC).
- If your child or children are 21 years of age or older, they may be eligible if they meet the following criteria:
 1. They are 21 or 22 years old and are enrolled in a full-time course of education.
 2. They are 21 or older, but less than 26 years old, and were determined before their 18th birthday to be permanently incapacitated and incapable of self-support.

Note: If you have a 21 or 22 year old child who is attending school less than full time, or is enrolled in an on-the-job training, apprenticeship or non-college degree program, he or she may still be qualified to receive transferred benefits even though TEB may display them as ineligible. Contact your Service Representative for more information (see 7.0, “Requesting Assistance” on page 17).

When you initiate a transfer request in TEB (see 6.1, “Initiating a Transfer Request” on page 9), ineligible family members who are not children, such as divorced spouses, are not displayed. Some ineligible children, however, may be displayed for informational purposes. For example, foster children, wards, and children between the ages of 21 and 26 who are not eligible are displayed, but months cannot be transferred to them. An ‘(ineligible)’ label appears next to the relation(ship) of that child in those cases (e.g., Foster child (ineligible)).

If you are a separated Service member or a member of the IRR, only family members who have had months assigned will be displayed as eligible. All other family members, even if they could be considered eligible by the above criteria, will be displayed as ‘(ineligible)’ because you are no longer permitted to initiate a transfer of months to these family members if you are not currently serving on Active Duty or in the Selected Reserve.

However, when you edit your transfer request, all family members who have had months transferred to them are displayed as eligible, even if they have become ineligible due to an event such as divorce or death. Children who are between the ages of 23 and 26 and are no longer eligible to have months transferred to them, and children over the age of 26 who have had months transferred to them, but are no longer eligible to use them (see 4.3, “Usage Eligibility” below) are also displayed. In these cases, you can edit the number of months transferred to those family members, either by reducing the number of months transferred or revoking all months transferred.

4.3 Usage Eligibility

Once your transfer request has been submitted and approved, your family members can use the benefit (months) transferred to them as follows:

- Your spouse can start to use the transferred benefit immediately provided you have met the minimum six years of service requirement. Your spouse can continue to use the benefit while you remain in the service. If you are an active duty Service Member, your spouse can continue to use the benefit up to 15 years after you are last released (discharged or retired) from active duty. If you are a Selected Reserve Service Member, you and your spouse can continue to use the benefit up to 15 years after you are released from your last active duty period of at least 90 consecutive days.
- Your eligible children can start to use their transferred benefits only after you have completed, or been excused from, at least 10 years of service in the Uniformed Services (active duty and/or Selected Reserve). They can continue to use their benefits up until their 26th birthdays. Eligible children cannot use their benefits until they have earned a secondary school diploma (or equivalency certificate), or reached 18 years of age.

Note: You may be excused from serving the required 10 years of service and your child may be able to begin using the benefit sooner if you involuntarily separate from the Uniformed Services prior to completing your service for reasons including: Service connected disability, disability existing prior to Military Service, physical or mental condition interfering with performance of duty, hardship, reduction in force, or Force Shaping.

Your child’s subsequent marriage will not affect his or her eligibility to use a transferred benefit. Furthermore, divorce will not automatically affect an ex-spouse’s or former step child’s eligibility to use a transferred benefit. However, you have the right to revoke or edit a transferred benefit at any time.

5.0 Using Transferred Benefits

After 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.

Note: Adobe Reader is required to open and print the PDF file. You can download the free Adobe Reader from www.adobe.com. Follow the instructions to download Adobe Reader.

6.0 Working with TEB

TEB provides Service Members the means to do the following:

1. Initiate a request to transfer education benefits to one or more of your family members (see 6.1, “Initiating a Transfer Request” on page 9).
2. Add a family member to a transfer request (see 6.2, “Adding a Family Member to a Transfer Request” on page 10).
3. Modify a previously submitted transfer request by doing one of the following:
 - Editing the transfer months or the transfer end date for a family member (see 6.3, “Editing a Transfer Request” on page 11).
 - Revoking the transfer of education benefits (months) to a family member (see 6.4, “Revoking Transferred Months” on page 12).
4. Submit or resubmit an initial or modified transfer request or resubmit a rejected transfer request (see 6.5, “Submitting and Resubmitting Transfer Request” on page 13).

The TEB page is divided into multiple sections: the Sponsor section, the Message from Your Service Component section, the Educational Benefit Program selection section, the Family Members table, and the Transferability of Education Benefits Acknowledgements section.

The **Sponsor** section at the top left of the page shows the following information:

- **Name** – Your full name.
- **Rank** – Your rank.
- **Status** – The review Status (Submitted, Request Approved, Request Rejected, or Pending Review) of your transfer request.

Note: If your transfer request has been approved, an Approval Form link displays below the Obligation End Date, and you can print your approval confirmation form (6.7, “Printing Your Approval Confirmation Form” on page 16).

- **Status Date** – The date the Service Representative reviewed the transfer request and set it to Request Approved, Request Rejected, or Pending Review.
- **Obligation End Date** – If your transfer request has been approved, the projected date that your obligated service commitment will be completed. This date is entered by the approving Service Representative.
- **Reject Reason** – If your transfer request has been rejected by a Service Representative, the reason for the rejection also displays.
- **Next Steps** – After a transfer request has been submitted a link is available in this section which provides additional details about what you need to do next based on the current Status of your transfer request.

The **Message from Your Service Component** section at the top right displays a message that applies to your Service component if a message is available. These messages normally pertain to transferability procedures. If the entire message is not displayed, you can use the scroll bar at the right.

The **Educational Benefit Program selection** section shows the benefit program that you can transfer to your family members. (Currently, the “Post-9/11 GI Bill Chapter 33” program is the only benefit available to transfer.)

The **Family Members** table displays your family members. Both eligible and some ineligible family members display in this table (see 4.2, “Eligible Family Members” on page 4). The columns in the table are as follows:

- **Relation** – The relationship of the family member to you.
- **Name** – The full name of the family member.
- **Birth Date** – The date of birth of the family member.
- **Months** – The number of months of benefit you have transferred to the selected family member. The total transferred to all family members cannot exceed 36 months.
- **Begin Date** – The date the family member can start to use the transferred benefit. This date defaults to the current date for all family members when the initial transfer request is submitted. If the transfer request is rejected and resubmitted, this date defaults to the date of resubmission for all family members. If months are transferred to a new family member after the transfer request’s initial submission, or months are transferred to a family member who had months revoked, this date defaults to the date of resubmission for just that family member.
- **End Date** – The date that the family member’s education benefit terminates. This date is optional.
- **Revoke** – This checkbox indicates whether a family member’s education benefit was revoked.
- **Revoke Date** – The date that the transfer of the family member’s education benefit was revoked. This date is automatically populated when the benefit is revoked.

The **Transferability of Education Benefits Acknowledgements** section at the bottom of the page shows the acknowledgements for transferability. Before submitting your initial transfer request, you will be required to agree to the acknowledgements by selecting the check box next to each acknowledgement. If your transfer request is rejected, you will again be required to agree to each acknowledgement.

6.1 Initiating a Transfer Request

If you are a current Service Member on Active Duty or serving in the Selected Reserve, you can initiate a transfer request by transferring education benefits (months) to one or more of your family members. You can only transfer months to family members who are eligible at the time of the transfer (see 4.2, “Eligible Family Members” on page 4).

Note: Service Members must request that benefits be transferred to the appropriate family members before separating from the Service or transferring to the Individual Ready Reserve (IRR). Once a separated service member’s or IRR member’s transfer request is approved and sent to the DVA, family members cannot be added to the request.

If you submit a transfer request without transferring any months to a particular family member, months cannot be transferred to that family member after you separate from the Service or transfer to the IRR. For example, say you submit a transfer request that transfers months to only one of your children and your transfer request is subsequently approved. You then separate from the Service. After you separate from the Service, you decide to transfer months to another child. Unfortunately, this is not possible because this child had no months transferred to him/her on the original transfer request.

If you think you might want to transfer months to additional family members after you separate from the Service or transfer to the IRR, you should transfer at least one month to each of those family members. If the family members later do not need the benefits (months), the transfer of the months can be revoked (see 6.4, “Revoking Transferred Month” on page 12).

To initiate a transfer request and transfer months:

1. In the Family Members table, locate the name of the appropriate, eligible family member.
2. In the Months box for that family member, type or select the number of months of your education benefit you wish to transfer to the selected family member. The total of months transferred cannot exceed 36 for all family members.
3. Optionally, in the End Date box, type a date in the format YYYY-MM-DD or use the calendar to select a date. A date should ONLY be specified if you wish to terminate the family member’s benefit on a specific date. If you leave this date blank, the date will be determined by law (see 4.3, “Usage Eligibility” on page 5 for more information). If specified, this date cannot be before the current date. If you wish to transfer months to another family member, return to step 1.

When finished, please be sure to submit your transfer request (see 6.5.1, “Submitting an Initial Transfer Request” on page 13).

6.2 Adding a Family Member to a Transfer Request

If you are a current Service Member on Active Duty or serving in the Selected Reserve, you can add additional eligible family members to a transfer request if the transfer request has a status of Request Approved, Request Rejected, or Submitted. You cannot add family members to transfer requests with a Pending Review status.

If you are a separated Service Member or a member of the IRR, you cannot add additional family members to a transfer request regardless of its status.

To add a family member to a transfer request:

1. In the Family Members table, locate the name of the family member to be added.
2. In the Months box for that family member, type or select the number of months of your education benefit you wish to transfer to the selected family member. The total of months transferred cannot exceed 36 for all family members.
3. Optionally, in the End Date box, type a date in the format YYYY-MM-DD or use the calendar to select a date. A date should ONLY be specified if you wish to terminate the family member's benefit on a specific date. If you leave this date blank, the date will be determined by law (see 4.3, "Usage Eligibility" on page 5 for more information). If specified, this date cannot be before the current date. If you wish to add another family member, return to step 1.

Note: If you have a 21 or 22 years old child who is attending school less than full time, or is enrolled in an on-the-job training, apprenticeship or non-college degree program, he or she may still be qualified to receive transferred benefits even though TEB may display them as ineligible. Contact your Service Representative (see 7.0, "Requesting Assistance" on page 17 for more information).

When finished, please be sure to resubmit your transfer request (see 6.5.2, "Submitting a Modified Transfer Request" on page 14).

6.3 Editing a Transfer Request

If you are a current Service Member on Active Duty or serving in the Selected Reserve, you can edit the transfer end date and transfer months for one or more of the family members if the transfer request has a status of Request Approved, Request Rejected, or Submitted. If you are a separated Service Member or a member of the IRR, you can only edit a transfer request that has a status of Submitted or Request Approved. Transfer requests with a Pending Review status cannot be edited by current or separated Service Members; they can, however, be viewed.

When you edit a transfer request, all family members to whom months have been transferred display even if not all of these family members are still eligible (see 4.2, “Eligible Family Members” on page 4). If family members with months are now ineligible, you may want to consider revoking their unused months (see 6.4, “Revoking Transferred Months” on page 12).

To edit your transfer request:

1. In the Family Members table, locate the name of the appropriate family member to be edited.
2. In the Months box for that family member, type or select the number of months of your education benefit you wish to transfer to the family member. The total of months transferred cannot exceed 36 for all family members.
3. Optionally, in the End Date box, type a date in the format YYYY-MM-DD or use the calendar to select a date. This is the date you wish to terminate the selected family member’s benefit. A date should **ONLY** be specified if you wish to terminate the family member’s benefit on a specific date. If left blank, this date is determined by law (see 4.3, “Usage Eligibility” on page 5 for more information). If a date is specified, it must be the current date or later.

If you wish to edit the transfer information for another family member, return to step 1.

When finished, please be sure to resubmit your transfer request (see 6.5.2, “Submitting a Modified Transfer Request” on page 14).

6.4 Revoking Transferred Months

You can change a transfer request by revoking the months transferred to a specific family member or members. You can only revoke the transfer of months if your transfer request has been approved (has a status of Request Approved). You cannot revoke months if the transfer request has a status of Request Rejected, Submitted, or Pending Review.

Revoking the months transferred to a family member does not preclude transferring months to that family member at some future date as long as the family member is still eligible.

To revoke transferred months:

1. In the Family Members table, locate the name of the appropriate family member.
2. Click the **Revoke** check box in the family member's row.

When finished, please be sure to submit your transfer request (see 6.5, "Submitting and Resubmitting Transfer Request" on page 13).

6.5 Submitting and Resubmitting Transfer Requests

You can submit or resubmit a transfer request after it has been initiated, added to, or modified. Transfer requests that have been rejected by a Service Representative can also be resubmitted, however, separated Service Members and members of the IRR cannot resubmit rejected transfer requests. The options are as follows:

- To submit an initial transfer request (see 6.5.1, “Submitting an Initial Transfer Request” below).
- To submit a transfer request that family members have been added to or that has been otherwise modified (see 6.5.2, “Submitting a Modified Transfer Request” on page 14).
- To resubmit a rejected transfer request (see 6.5.3, “Resubmitting a Rejected Transfer Request” on page 15).

6.5.1 Submitting an Initial Transfer Request

After initiating a request to transfer benefits to one or more of your family members (6.1, “Initiating a Transfer Request” on page 9), you must submit it.

To submit an initial transfer request:

1. Select the Post-9/11 GI Bill Chapter 33 option. (Currently, the “Post-9/11 GI Bill Chapter 33” program is the only benefit available to transfer.) An acknowledgement dialog displays.
2. Read the acknowledgement statement indicating that transferring education benefits requires you to convert your education benefits to the Post-9/11 GI Bill Chapter 33 program, and click **OK**.
3. In the Transferability of Education Benefits Acknowledgements section, read the acknowledgements, and select the check box next to each to indicate that you understand and agree to them. (To cancel the submission and discard your changes, click **Cancel Request**.)
4. Click **Submit Request**.
 - If the submission is successful, a confirmation message displays at the top of the page. To print a copy of the TEB page to verify your submission, select the Print option from your browser.
 - If no months have been transferred to one or more of your family members, a Warning dialog displays.
In the dialog, click **OK** to submit your transfer request.
 - If no months have been transferred to any of your family member, an error message displays in at the top of the page. You must transfer months to at least one family member to submit your transfer request

When the submission completes successfully, the Status in the Information section at the top of the page displays Submitted.

6.5.2 Submitting a Modified Transfer Request

If you modify your transfer request, it must be submitted again. You can modify a transfer request by adding family members to it, editing it, or revoking transferred months (see 6.2, “Adding a Family Member to a Transfer Request” on page 11, 6.3, “Editing a Transfer Request” on page 11, or 6.4, “Revoking Transferred Month” on page 12).

When you submit a modified transfer request, you do not need to reselect the Post-9/11 GI Bill Chapter 33 option or the Transferability of Education Benefits acknowledgements check boxes.

Note: When an approved request is edited and resubmitted, it does not go back to the Service Representative for additional verification.

To submit a modified transfer request:

- ▶ Click **Submit Request**. (To cancel the submission and discard your changes, click **Cancel Request**.)
 - If the submission is successful, a confirmation message displays at the top of the page. To print a copy of the TEB page to verify your submission, select the Print option from your browser.
 - If no changes have been made to the transfer request, an error message displays at the top of the page.
 - If no months have been transferred to one or more of your family members, a Warning dialog opens.

Note: You will get this message if you have revoked the months transferred to a family member.

In the dialog, click **OK** to submit your transfer request.

When the submission completes successfully, the Status in the Information section at the top of page remains as it was.

6.5.3 Resubmitting a Rejected Transfer Request

If a Service Representative rejects your transfer request (sets the status to Request Rejected), you can resubmit it if you are a current Service Member on Active Duty or serving in the Selected Reserve. However, if you are separated from the Service or have transferred to the IRR, you cannot resubmit a rejected transfer request.

You do not need to modify a transfer request that has been rejected, but it can be edited if needed (see 6.3, “Editing a Transfer Request” on page 11).

To resubmit a rejected transfer request:

1. In TEB, select the Post-9/11 GI Bill Chapter 33 option if required.

An acknowledgement dialog opens.

2. Read the acknowledgement statement indicating that transferring education benefits requires you to convert your education benefits to the Post-9/11 GI Bill Chapter 33 program, and click **OK**.
3. In the Transferability of Education Benefits Acknowledgements section, read the acknowledgements, and select the check box next to each to indicate that you understand and agree to them if required. (To cancel the submission and discard your changes, click **Cancel Request**.)
4. Click **Submit Request**.

If the submission is successful, a confirmation message displays at the top of the page.

To print a copy of the TEB page to verify your submission, select the Print option from your browser.

When the submission completes successfully, the Status in the Information section at the top of the page displays Submitted.

6.6 Checking the Status of a Transfer Request

You can use TEB to check on the status of your transfer request.

- ▶ Simply log on to milConnect and select Transfer of Education Benefits (TEB) from the Education drop-down. The status of your transfer request displays in the information section at the top of the page. If the status is Request Approved you can print an approval confirmation form (see 6.7, “Printing Your Approval Confirmation Form” below).

Note: If the status of your request is Pending Review, please check back at a later date, or you can contact your Service Representative (see 6.7, “Requesting Assistance” on page 17 for additional information).

6.7 Printing Your Approval Confirmation Form

Once your transfer request has been approved, an approval confirmation form can be printed.

Note: Adobe Reader is required to open and print the PDF file. You can download the free Adobe Reader from www.adobe.com. Follow the instructions to download Adobe Reader.

To print your approval confirmation form:

1. In TEB, click Approval Form below the Obligation End Date
2. The File Download dialog displays.
 - Click **Open** to open the approval confirmation form, then select **Print**.
 - Optionally, click **Save** to save the approval confirmation form.

7.0 Requesting Assistance

For specific questions about your eligibility, the status of your transfer request, and service specific questions about TEB, please contact the appropriate career counselor or personnel center. To access the contact information for your service, click the [Contact Us](#) tab at the top of the TEB page.

Appendix: Approval Confirmation Form

Below is an example of an approval confirmation form. The form includes the Transfer Request Date (the date you submitted or resubmitted the request), the Transfer Status (Request Approved), the Transfer Status Date (which is the same as the Status date, the date the Service Representative reviewed the transfer request and set it to Request Approved), and the Obligation End Date.

In the family member table, only the names of your family members to whom months have been transferred are included along with their Transfer Begin Dates, Transfer End Dates (if any), and Transfer Months.

	DEPARTMENT OF DEFENSE MANPOWER DATA CENTER 400 GIGLING ROAD SEASIDE, CALIFORNIA 93955-8771												
May 06, 2014													
LT Michael C Kohler													
<p style="text-align: center;">Congratulations, you have been approved by your Service to transfer your unused Post-9/11 GI Bill benefits to member(s) of your immediate family.</p>													
<p style="text-align: center;">Now that you have received approval, your family members can apply to use their transferred benefits with the U.S. Department of Veterans Affairs (VA) by completing VA Form 22-1990e, available at http://vabenefits.vba.va.gov/vonapp/main.asp.</p>													
<p style="text-align: center;">This notice represents the status of your transfer request as of the date of this approval confirmation. As long as you are in the Uniformed Services, you can modify your transfer request using TEB in milConnect (http://milconnect.dmdc.mil). These modifications include adding family members to transfer requests, editing transfer months, and revoking transferred months. Family members cannot be added to your transfer request after you separate from the Service. However, separated members can still edit transfer months and revoke transferred months on a transfer request that has already been submitted. You can print out an updated copy of this notice whenever you make changes to your transfer request.</p>													
<p style="text-align: center;">If you have additional questions regarding transferability or if you have made changes to your transfer request that are not reflected below, please return to TEB and use the help icon to access the TEB User Manual or use the FAQs and Contact Us tabs to access additional information.</p>													
<p style="text-align: center;">The Defense Manpower Data Center reflects that your approval is for the following individual(s):</p>													
<table border="1"> <tr> <td>Transfer Request Date:</td> <td>Jul 08, 2011</td> </tr> <tr> <td>Transfer Status:</td> <td>Request Approved</td> </tr> <tr> <td>Transfer Status Date:</td> <td>Jul 08, 2011</td> </tr> <tr> <td>Obligation End Date:</td> <td>Sep 30, 2013</td> </tr> </table>	Transfer Request Date:	Jul 08, 2011	Transfer Status:	Request Approved	Transfer Status Date:	Jul 08, 2011	Obligation End Date:	Sep 30, 2013					
Transfer Request Date:	Jul 08, 2011												
Transfer Status:	Request Approved												
Transfer Status Date:	Jul 08, 2011												
Obligation End Date:	Sep 30, 2013												
<table border="1"> <thead> <tr> <th>Dependent Name</th> <th>Begin Date</th> <th>End Date</th> <th>Transfer Months</th> </tr> </thead> <tbody> <tr> <td>Alice M Kohler</td> <td>Jul 08, 2011</td> <td></td> <td>18</td> </tr> <tr> <td>Connel J Kohler</td> <td>Jul 15, 2011</td> <td></td> <td>18</td> </tr> </tbody> </table>		Dependent Name	Begin Date	End Date	Transfer Months	Alice M Kohler	Jul 08, 2011		18	Connel J Kohler	Jul 15, 2011		18
Dependent Name	Begin Date	End Date	Transfer Months										
Alice M Kohler	Jul 08, 2011		18										
Connel J Kohler	Jul 15, 2011		18										