**Study Abroad Service Hours**

As part of your study abroad scholarship requirements, you must complete study abroad service hours. If awarded the Guadalupe and Lilia Martinez International Fellows Scholarship, you must complete 15 hours. If awarded the International Education Fee Scholarship, you must complete 10 hours. If awarded both, you must complete 25 hours. These hours must be related to study abroad and approved by the Office of International Engagement (IE) prior to completion. All study abroad service hours must be completed before graduation.

**Study Abroad Service Hours Hold**

A Study Abroad Service Hours Hold will be placed on your account until all required hours have been completed and submitted according to the IE process. This hold will prevent you from obtaining a transcript, registering for courses, and picking up your diploma. Under no circumstances will your hold be waived/removed post-graduation if hours are pending completion.

If you are unsure of the amount of hours you are required to complete, refer to your award letter email.

**How to Earn Hours**

Below is a list of things you could do to earn hours:

* Post photos to **Instagram** using #txamiuabroad or @txamiuabroad – *Limit* *1 post per month = 1 hour*
* Post photos to the IE **Facebook** page (TAMIU Study Abroad) – *Limit* *1 post per month = 1 hour*
* Post on **Twitter** using #txamiuabroad or @txamiuabroad – *Limit* *1 post per month = 1 hour*
* **Instagram Challenges** (varies monthly) – *Limit* *1 post per month = 1 hour*
* Assist in IE approved events
* Become an International Student Mentor
* Assist in the IE office

When attending IE approved events, you must wear a study abroad t-shirt.

**Maintaining Hours Log**

Maintaining a log is useful for you to keep track of your hours and then transfer them to Trailblazers.

Once at an event:

1. Locate an IE representative for task assignment.
2. Sign-in.
3. Complete assigned tasks.
4. Sign-out.
5. Calculate total hours completed for that event.

Once posting on social media:

1. List date of post.
2. Under OIE Event, list social media network.
3. Leave Time In and Time Out blank.
4. Calculate total hours completed for that post.

**How to Submit Hours on Trailblazers**

You are required to submit all study abroad hours via Trailblazers (https://tamiu.campuslabs.com/engage/). For example: If you posted a picture on Instagram, you must submit them on Trailblazers for approval. Please find attached the instructions for submitting your hours. IE’s recommendation is to submit your hours through Trailblazers as soon as you complete them to avoid forgetting the hours earned. It is the students’ responsibility to keep track of the amount of hours earned and submitted.