

**HOW TO SUBMIT SERVICE**

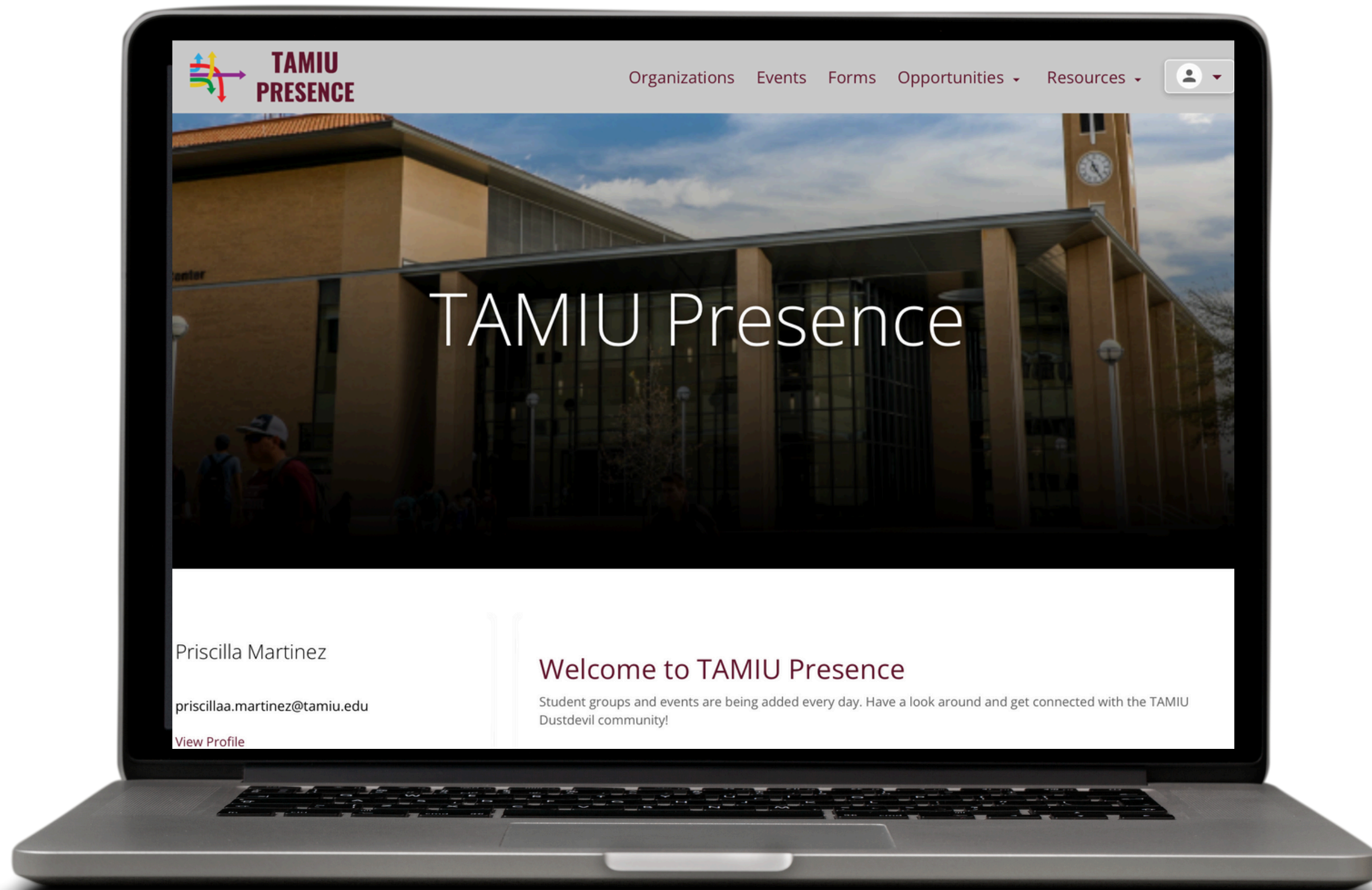
**HOURS ON TAMIU**

**PRESENCE FOR**

**INDIVIDUAL HOURS**



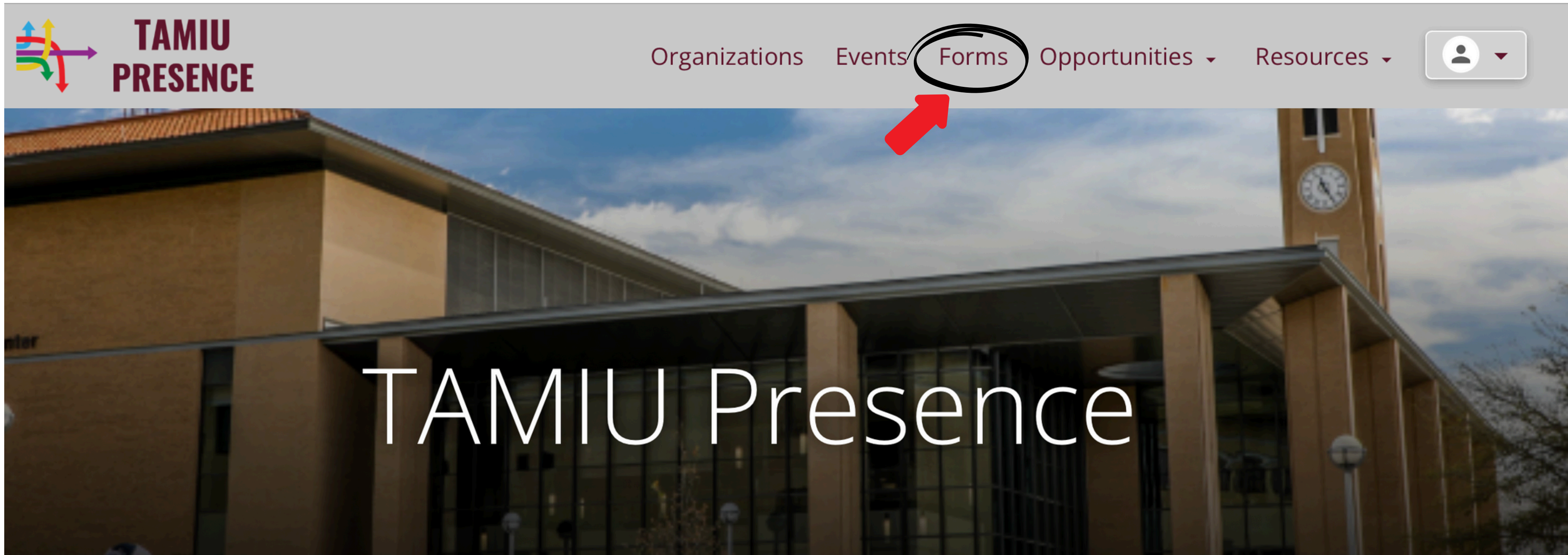
# TAMIU PRESENCE



Visit the TAMIU Presence website. Log on to your account.




# Submitting Service Hours on TAMIU PRESENCE



Click on “Forms”.

# Submitting Service Hours on TAMIU PRESENCE



OrganizationsEventsFormsOpportunitiesResources

Search Forms

CATEGORY

Title	Description
2025 Report Your Fundraiser Earnings	Required form to report your fundraiser earning within 48hrs of your fundraiser.
2025 Transfer Orientation Fair	
2025-2026 Submit Service Hours	Use this form to submit service hours

Click on “Submit Service Hours” for this year’s form.



# Submitting Service Hours on TAMIU PRESENCE

## 2025-2026 Submit Service Hours

Use this form to submit service hours

Before submitting your community service hours, please ensure that you are listed on the appropriate organization's roster by joining the organization on the TAMIU Presence website. To do this, type the organization's name into the homepage search bar. Once on the organization's page, click 'Join'.

First and Last Name

TAMIU Email Address

Are you a student or faculty/staff member?

STUDENT

FACULTY / STAFF



Type your name, dusty email, and click on  
**“Student”**.

# Submitting Service Hours on TAMIU PRESENCE

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First and Last Name

TAMIU Email Address

Are you a student or faculty/staff member?

STUDENT

FACULTY / STAFF

Are you submitting these hours for the University's Honors and Undergraduate Research Program, or for a scholarship program such as Lamar Bruni Vergara, A.R. Sanchez, or Oscar Laurel?

YES

NO

Are you submitting these hours to a specific student organization?

YES

NO

Are you submitting these hours independently for personal record-keeping purposes?

YES

NO

Click "No" until you've arrived to the third question.

# Submitting Service Hours on TAMIU PRESENCE

Service Details		
Number of Service Hours Awarded	Name of Service Event	Name of Agency
10	Volunteer	Laredo Animal Protective Society
<ul style="list-style-type: none"><li>• <b>Donation Hours:</b> Hours earned by donating items or blood (e.g., school supply drives, toy drives, or blood drives).</li><li>• <b>Volunteer Hours:</b> Time spent helping at an event, either in person or online.</li></ul>	Date of Service	Name of Verification Contact
	07/01/2025	Cynthia Gutierrez
		Verification Contact Number
		956-724-8364
		Verification Contact Email
		info@petadoptlaredo.org
<p>Select the type of community service hours earned.</p> <p><input type="radio"/> Donation</p> <p><input checked="" type="radio"/> Volunteer</p>		
<p>In case we need to contact you regarding information on this form, what is the phone # where you can best be reached?</p> <p>956-326-2265</p>		

**\*If you want to split your hours between two different organizations, a separate submission is required.**

Fill out all details of the service event you attended.



# Submitting Service Hours on TAMIU PRESENCE

Optional: Upload Proof (Verification Timesheet Form, Community Service Log Form, Letter, or Certificate)

Upload File



Share Your Pictures!

ADD

Upload Here

UPLOAD

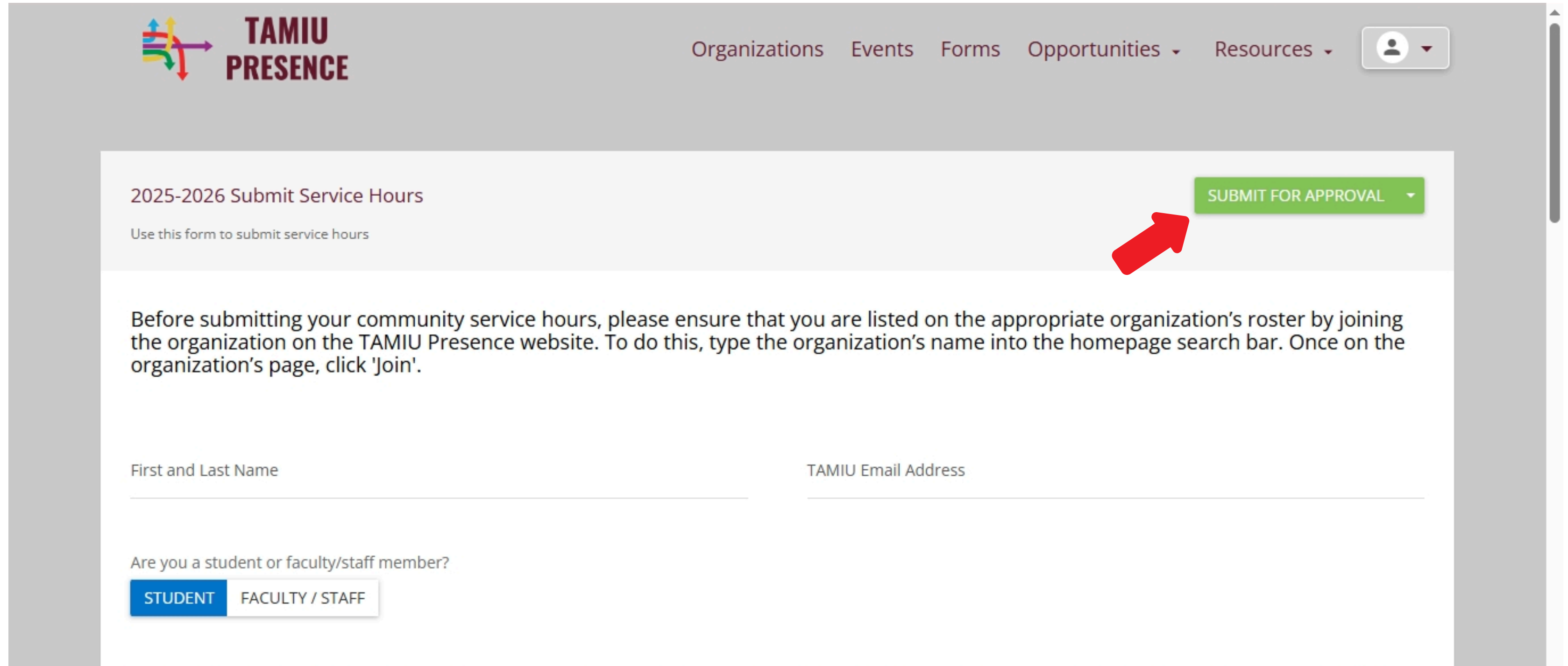
SEARCH

Choose Image



If available, please Upload Proof and you're more than welcome to **share** pictures from the event.

# Submitting Service Hours on TAMIU PRESENCE



The screenshot shows the TAMIU PRESENCE website interface. At the top, there is a navigation bar with links for Organizations, Events, Forms, Opportunities, and Resources. A user profile icon is visible in the top right corner. The main content area is titled '2025-2026 Submit Service Hours' and includes a sub-instruction: 'Use this form to submit service hours'. A prominent green button labeled 'SUBMIT FOR APPROVAL' is located in the upper right of the form area, with a red arrow pointing to it. Below this, a paragraph of text provides instructions on how to join an organization's roster. The form includes two input fields: 'First and Last Name' and 'TAMIU Email Address'. At the bottom, there is a question 'Are you a student or faculty/staff member?' with two radio button options: 'STUDENT' (which is selected) and 'FACULTY / STAFF'.

**TAMIU PRESENCE**

Organizations Events Forms Opportunities Resources

2025-2026 Submit Service Hours

Use this form to submit service hours

**SUBMIT FOR APPROVAL**

Before submitting your community service hours, please ensure that you are listed on the appropriate organization's roster by joining the organization on the TAMIU Presence website. To do this, type the organization's name into the homepage search bar. Once on the organization's page, click 'Join'.

First and Last Name

TAMIU Email Address

Are you a student or faculty/staff member?

☒ STUDENT ☐ FACULTY / STAFF

**Submit for approval. You will receive an email stating whether your hours were approved or denied. If your hours get denied, the reason as to why your hours were denied will be stated on the email.**

# Common Reasons for Denial of Hours

- Hours selected to be applied to “TAMU Student Body.”
- Inaccurate information (i.e. Hours on provided certificate do not match what was stated in the submission and vice versa)



# Things to keep in mind

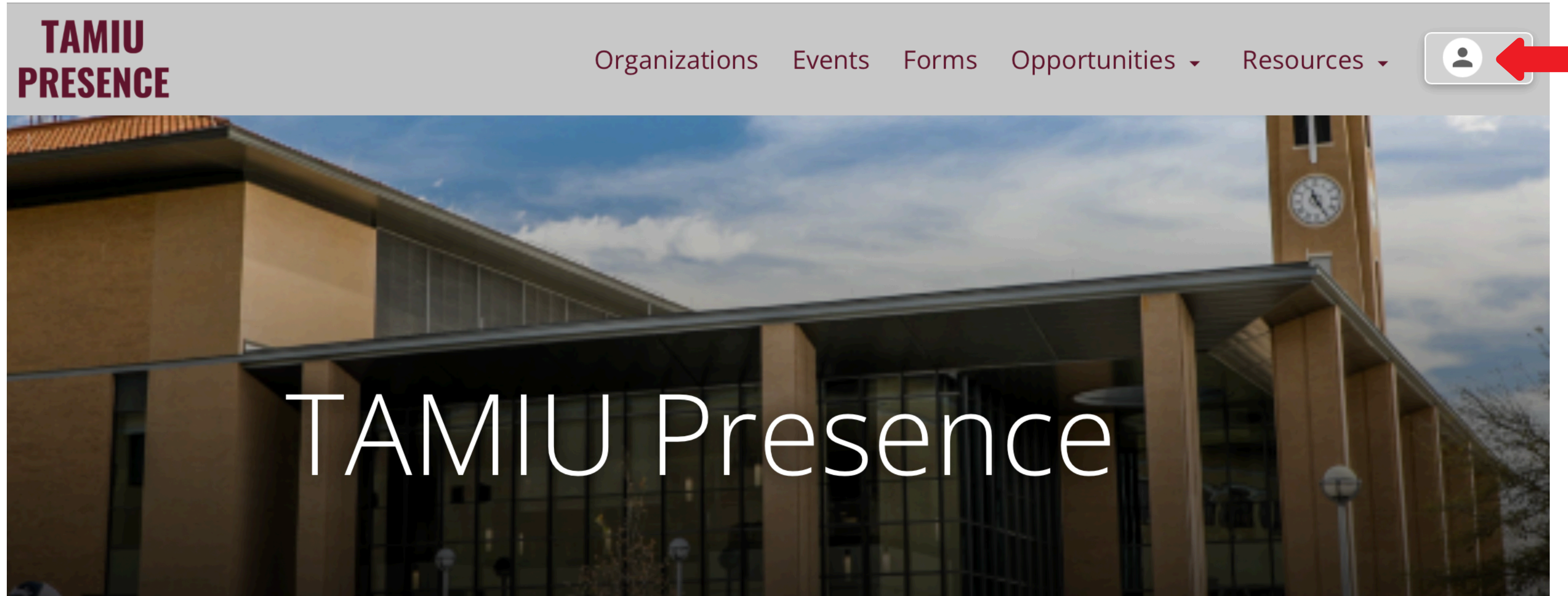
- Ensure to submit proof
  - Verification Time Sheet
  - Community Service Log Form
  - Certificate provided to you by the agency
- We cannot guarantee immediate approval of hours as we receive a high traffic of submissions throughout the day. Ensure you are submitting hours ahead of time.

*\*Only applicable for those under a timeframe (i.e. Scholarships, compliance with Student Organization constitution, etc.)*

# How to Split Hours

- Can ONLY be split between 2 organizations
  - 2 Student Organizations
  - 1 Scholarship & 1 Student Organization
  - 1 Honors Program & 1 Scholarship
  - 2 Scholarships

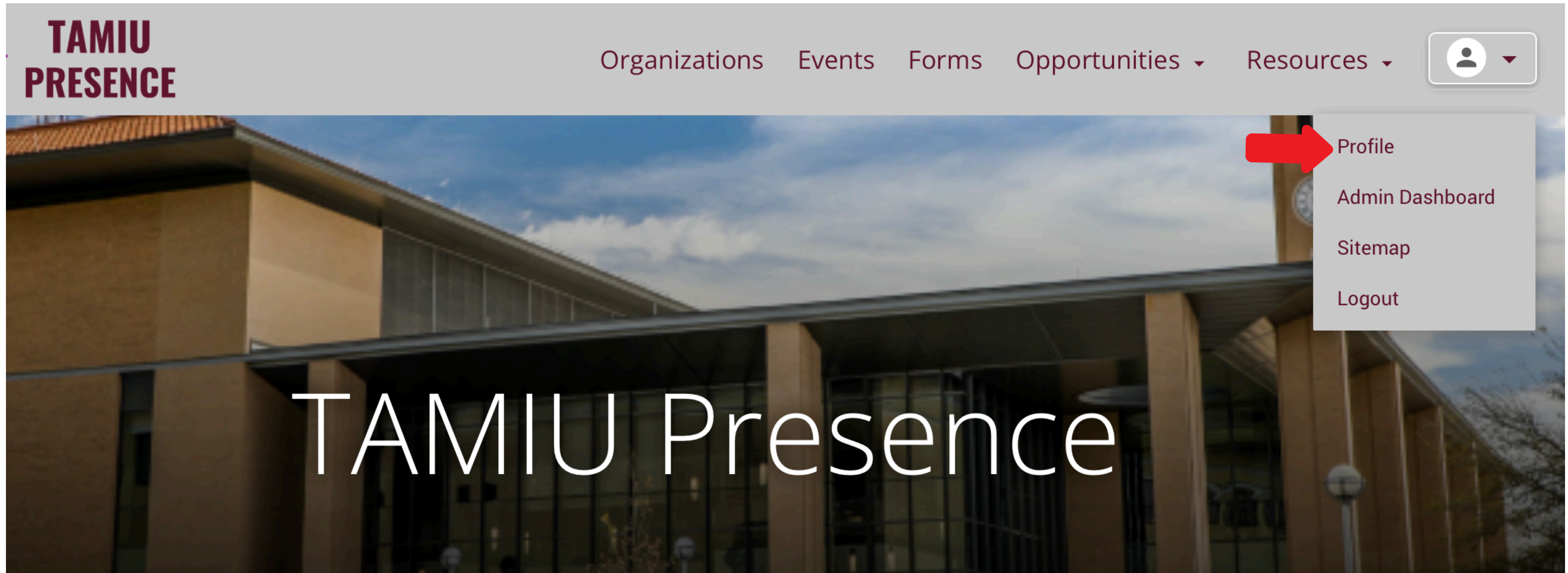
# Checking Status of Individual Service Hours on TAMIU PRESENCE



Click on the **circle icon** on the top right corner.




# Checking Status of Service Hours on TAMIU PRESENCE




Click on “**Profile**”.

# Checking Total of Service Hours on TAMIU PRESENCE



Organizations Events Forms Opportunities Resources



Priscilla Martinez

PROFILE EXPERIENCES RESPONSES SHARE

Membership

TAMIU in the Community  
Advisor

SGA L.O.V.E. Committee  
Advisor

Office of Student Conduct and  
Community Engagement  
Advisor

Service Hours

0

Service Hours

Timeline

Search Timeline

DATES TYPE

★

Advisor - TAMIU in the Community  
Membership

09/12/2023 at 1:21PM

★

Member - TAMIU in the Community  
Membership

09/12/2023 at 1:18PM

★

Member - University Honors &  
Undergraduate Research Program  
Membership

09/06/2023 at 9:16AM

APPLY FOR OPPORTUNITY

View your current status of Service Hours.

# CONNECT WITH US!

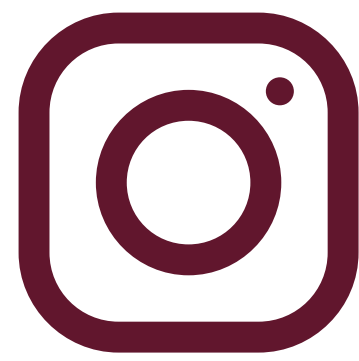
## OFFICE OF STUDENT AFFAIRS



**956.326.2265**



**studentaffairs@tamui.edu**



**@txamiusa**